Department: Information Technology Services

Campus: Leestown

Supervisor: Shannon F. Cruz

Contact Information:
Name: Shannon F. Cruz
Building: A
Room: 108
Phone: Off-Campus: (859)246-6706, On-Campus: 56706

Brief Job Description: Open Computer Lab Assistant.

Duties include helping students with Microsoft Word, navigating the internet, activating PeopleSoft accounts, changing passwords, putting paper into the printer and some lab security.

Preferred qualifications: A student with some basic web browsing experience, some basic knowledge of MSWord and good people skills.

Number of positions: 4

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