

# Student IT Associate Needed

**Hours Needed:** 10-15 hours per week, \$10/hour

## **Job Duties:**

- Troubleshoot software and hardware problems on classroom, instructor, and staff computers
- Software/hardware installation
- Answer “how to” questions
- Assist with technology for Distance Education classes
- Setup, cleaning, and light maintenance of desktop systems and printers
- Other responsibilities as assigned by CASE Associate.

## **Preferred Skills and Characteristics:**

- Outgoing and Approachable personality
- Experience with e-mail, web browsing, word processing
- Good communication skills
- Strong academic record
- Positive attitude

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