

Form Name: Student Employment Job Description
Submission Time: July 19, 2023 3:10 pm
Browser: Chrome 114.0.0.0 / Windows
IP Address: 199.8.89.253
Unique ID: 1122712641
Location:

Job Title	ITS Student Receptionist
Department	IT Services
Contact Person	Tim Bard
Title	Director of Infrastructure
Email	tbard@huntington.edu
Phone	(260) 359-4084
Federal Work Study Only	No
Number of Positions	2
Start Date	08/28/2023
End Date	12/08/2023
Hours Per Week (10-15 max)	10
Specific Days / Times	Office Hours
Wage Rate	8.25
Application Deadline	08/18/2023
Describe the essential functions and duties:	Greet guests that arrive in IT Services and assess their needs. Assist students with connecting devices to wifi and printers. Create and assign Help Desk tickets as needed. Assist IT Services Office Manager as needed.
Required Qualifications	Basic computer skills. Communicate well in person and over phone. Good written communication.
Preferred Qualifications:	Ability to install printers on student computers. Ability to connect computers and other devices to a wireless network.
Professional Competencies:	Ability to work in a team structure. Ability to verbally communicate with persons inside and outside the organization. Ability to obtain and process information.
Appropriate Dress:	Business casual (khakis)
Student Contact Procedure	Submit Resume