| Duties and Responsibilities of position: | 1) Answer basic computer related questions.  
2) Working on projects as related to skill set.  
3) Assist users in solving basic computer issues.  
4) Open and update work orders.  
5) Check hardware to insure functionality.  
6) Repair, install and maintain computers, software and peripherals.  
7) Assist other students or setup personal computers to use the wireless network.  
**TRAINING WILL BE PROVIDED** |
| Qualifications needed for position: | 1) Willing to learn and ability to retain information  
2) Ability to lift 35-40 lbs.  
3) Excellent Communication and Customer Service skills  
4) Patient, reliable and committed  
5) If hired, required new hire paperwork must be completed **before** you are eligible to begin working. This new hire paperwork requires that the student have **original** forms of acceptable ID with them on campus during the paperwork completion process. View the list of acceptable ID at [www.wittenberg.edu/studentemploymentpaperwork](http://www.wittenberg.edu/studentemploymentpaperwork) |