Student Employment
Position Description

Rate of Pay: $12.50/hour

Location: Technology Services

Supervisor: Dustin Hoeper

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Assist Technology Services staff with technology projects and applications. Unbox, image, move and setup computers; assisting staff/facility with basic computer troubleshooting; and A/V cabling in rooms.

Required Skills / Job Qualifications: Experience working with Microsoft Windows operating systems, computer systems hardware and software setup, configuration and maintenance. Must be able to lift 35 pounds.

Learning Objectives:
- Ability to provide quality customer service
- Maintain confidentiality with private and protected data
- Learn and follow appropriate plans and processes
- Value timely work completion with accuracy

- If you are interested in this position, please email the following items to Dustin Hoeper, at dustin.hoeper@pine.edu, with “Student Employment” in the subject line.
- Contact information and best way to reach you
- Experience with personal computer technology and software applications
- Hours you are available to work

*Most positions are August—May, with the possibility to work over Summer break.
**Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.