

FEDERAL WORK STUDY PROGRAM

Information Technology Worker

Location: Flint Hours: 9:00 a.m. – 4:00 p.m.

Supervisor: Niki Copeland Hourly Rate: $10.00

Under general supervision, install software, move and transporting equipment. Organize labs, and hardware and assist in keeping inventory in order. Running and terminating cables and assisting with computer maintenance as needed. Properly respond to all inquiries and requests for information in a courteous and timely manner; assist with maintaining an orderly and clean environment in and around the office; perform other duties as necessary.

Accept direction and feedback from supervisors and follow through appropriately.

Work when scheduled; begins and ends work as expected; call in according to policy when arriving late for work or when absent; observe policies on break and lunch periods; use work time appropriately.

Demonstrate eagerness to learn and assume responsibility; seek out and accept increased responsibility; displays a "can do" approach to work.

Show persistence and seek alternatives when obstacles arise; seek alternative solutions; do things before being asked or forced to by events.

**Minimum Qualifications:**

Have knowledge of computer hardware and software; ability to provide assistance to end-users with software, hardware and operating systems; self-starter, excellent interpersonal and customer service skills; highly organized; have the ability to bend, climb, lift, stoop and crawl for extended periods of time and work in confined spaces; ability to lift up to 25 pounds; demonstrate ability to manage multiple projects; demonstrate a professional demeanor when interacting with customers.