

FEDERAL WORK STUDY PROGRAM

College Web Design Worker

Location: Griffin/Henry Office Hrs: Monday/Wednesday 3:00p-5:00p

Supervisor: Charles Cash Hourly Rate: $8.00

Under general supervision, install and update Mac computers and software operating systems. Update all operating systems with proper Mac updates and program software. Organize labs, and hardware and assist in keeping inventory in order. Work with various printers. Create lab materials as directed using Adobe Creative Cloud and other software. Prepare basic labs. Must have Apple MAC and Adobe CC skills to complete the tasks mentioned above. 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 Apple (MAC) 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.