



Position Description

Department: Associated Students Technology Support

Job Title: Student Technology Assistant – Desktop Support

Position Overview:

Under supervision of the AS Tech Support Assistant, provides desktop and electronic device support for all users, student and staff, within the organization.

Duties:

- Install computer hardware and peripheral components.
- Installs, upgrades, and maintains software applications.
- Provides technical assistance to students and staff.
- Assists users in setting up workstations and devices.
- Performs other related duties as assigned.

Qualifications:

- Must be currently enrolled as a CSUN student.
- Thorough knowledge of MS software products (Windows 10, MS Office, Outlook) and Mac operating systems (OSX and iOS).
- Ability to pay close attention to detail.
- Ability to carry up to 20 pounds.
- Ability to work without immediate supervision.
- Ability to work effectively in a multicultural environment.

Location: USU-100

Hours: up to 20 hours per week

Classification: II

Salary Range: \$14.50-\$17.00/hour

Desired Major(s): any, technology related preferred

Desired Class Level(s): any

Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.