JOB BULLETIN: 12/10/2012

ORGANIZATION NAME: Alvin Community College / Student Assistants

Job ID: Job Title: Student Employee, Information Technology (Not Cyberlab)
Job Location: Alvin Community College Alvin, TX

Employment Date(s): 1/3/2013
Work Schedule: Flexible, but must have a written work schedule. The IT Department is open M-F, 8am-5pm.

# of Openings: 1
Salary: $7.25

Hours Per Week: 19.5 Maximum
Position Type: On-Campus – Regular Wage

JOB DESCRIPTION
Assists the Information Technology technicians in their daily tasks. Tasks include but are not limited to computer installations, software installation/modification/removal, updating computer labs, installing printers, phone installation/modifications, and a variety of networking tasks.

QUALIFICATIONS
- Must be a Computer Science major
- Must submit be registered with and have a resume in JobLink
- Must be dependable
- Should have knowledge of installing and uninstalling printers and software
- Must submit to a background check

Fall/Spring Employment
- Student employees must maintain a minimum of six credit hours during the semester(s) of employment.

Summer Employment
- An applicant, not enrolled in the summer may be employed if he or she has been enrolled in a minimum of six hours in the preceding spring semester or can show evidence of plans to enroll in the succeeding fall semester. Students who have attended Alvin Community College in the spring semester, or will be enrolled in the fall, shall have preference over summer transient students.
- Students must have a minimum 2.0 GPA at time of application except if applying in the first semester of college.
- Student employees must maintain a minimum semester 2.0 GPA.
- Students placed on disciplinary probation or have an Academic Dishonesty sanction are ineligible for employment.

APPLICATION INSTRUCTIONS
Contact:
Career Services A206
281-756-3560
mferguson@alvincollege.edu

Interviews begin 12/17/2012

APPLICATION DEADLINE: Open until filled