Employment Opportunity

Student Assistant [Technology Support] - Level III

RECRUITMENT ID: N008
CLASSIFICATION: Student Assistant III
DEPARTMENT: National Center on Deafness
CONTACT: James Macaluso, james.macaluso@csun.edu
SALARY/TIMEBASE: $10.00 to $15.20 per hour/part-time
GENERAL INFORMATION: Hours to be determined, up to 20 hours per week, 8:00am-5:00pm, M-F.

Job Requirements/Duties:

Under general supervision, provides comprehensive technology support at the National Center on Deafness department, both independently and in collaboration with Divisional and Campus IT. Responsible for up-to-date maintenance of departmental inventory, provides troubleshooting assistance for captioning service providers and internal staff, and provides occasional technology training. Assumes project lead, with Associate Director, on various technology initiatives, conducts research and prepares reports, and explores new or innovative technologies to enhance deaf and hard of hearing student’s communication access needs at CSUN. Accepts related work as assigned.

Qualifications:

Demonstrate ability to format drives, install operating system, various applications, and peripheral configurations, i.e., internet and printer connectivity. Experience with Windows XP, MS Office (Word, Excel, Access, PowerPoint, and Outlook), and using the campus Web PORTAL. American Sign Language skills preferred. Note: Applicants with Ruby on Rails [RoR], PHP, and/or MySQL programming skills preferred, but not required.

Knowledge, Specialized Skills and Abilities:

Ability to self-start and follow through on projects; establish and maintain effective working relationships with students, staff, and faculty; communicate clearly and effectively; strong analytical and innovative skills; demonstrate excellent organizational skills.

Initial review begins February 12, 2010 and will continue until position is filled. Submit a completed Employment Application and an unofficial academic transcript to the National Center on Deafness [NCOD].

1/29/2010