**Student Job Title:** Classroom Technology & Media Services Student Assistant

**Contact:** Dorothy Ramirez dorothy.ramirez@csun.edu

**Office:** IT- Classroom and Media Services

**Starting Rate:** $10.50

**Hours:** Hours of operations are 7:45 am – 10:00pm M-TH, 7:45am – 5:00pm F, 8:00am – 1pm Sat. Must be willing to work various shifts.

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**Job Requirements/Duties:**
- Provide phone support for x1500 IT Classroom Support Help Line
- Provide technical support for media systems in classrooms
- Troubleshoot media equipment problems in the classrooms
- Train faculty, students and staff to operate media equipment
- Set up and operate public address systems, portable data projectors, and screens for special events
- Perform light equipment repair of projectors, cables, etc.
- Schedule reservations and track media equipment check out/check in
- Help perform quarterly classroom maintenance, upgrades and installations
- General PC/Mac desktop support/troubleshooting
- Printer setup
- OS installation/upgrades
- Software, driver installation/uninstallation/updates
- Wireless/Ethernet connection troubleshooting (Desktop/Laptop side only)

**Qualifications:**
Must be punctual and have good communications skills. Familiarity with PC and Mac operating systems, Microsoft Office software and knowledge of media equipment operations. Must be responsible, think and work independently and interact professionally with the campus community.

Complete the IT Student Employment Application to apply for this position.

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June 29, 2017