Position Description

**Department:** Associated Students Technology Support

**Job Title:** Student Technology Assistant – Scripting and Task Automation Support

**Position Overview:**
Under general supervision of the AS Tech Support Manager, assists in application automation, reconfiguration, and support.

**Duties:**
- Assist with identifying routine tasks that can or should be automated in both local and cloud-hosted end-user applications.
- Assist with gathering end-user needs for application output and/or automation requirements.
- Write, test, and implement scripts to partially- or fully-automate tasks.
- Create, test, and publish online forms and workflows using various cloud-based applications.
- Write and update technical documentation.
- Assists with the maintenance of computer systems.
- Performs other related duties as assigned.

**Qualifications:**
- Must be currently enrolled as a CSUN student.
- Ability to write code in at least one scripting language such as Google Script (.gs), Powershell (.ps), Python, Ruby, Perl, or similar.
- Knowledge of Github.io and ability to demonstrate completed previous projects (personal or class projects OK).
- Working knowledge of online form and automation applications, such as Cognito Forms, Google Forms, Zapier, and/or Adobe Sign.
- Working knowledge of a cloud-based collaboration and automation tool set, such as Google Cloud Platform, Microsoft Azure, Amazon AWS, or similar.
- 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.

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**Location:** USU-100  
**Hours:** up to 20 hours per week  
**Classification:** III  
**Salary Range:** $16.00-$17.50/hour

**Desired Major(s):** any, technology-related preferred (Computer Information Technology, Information Systems)  
**Desired Class Level(s):** any, successful completion of CIT 182/L and/or IS 312 preferred.

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.