

JOB DESCRIPTION

The Learning Resource Center serves students needing assistance in courses or desiring to improve skills such as reading, writing, note taking, test taking and study strategies — skills necessary for effective university-level learning. The Center also provides services that support, supplement and enrich the University's regular academic curriculum.

In a fast-paced environment, the LRC Computer tech maintains computers, servers, and backs up systems, databases, and other technological software and equipment. The LRC Computer tech also helps to create and maintain database for statistics and data entry, troubleshoots computer, network, and software errors. Knowledge of standard office equipment (printers, copiers, scanners, etc.) are expected.

Personable Qualifications

Computer Technician must exhibit:

- Effective and positive communication with staff
- Solid independent and collaborative work ethics
- Multi-tasking capabilities (e.g. handle large volumes of network and computer problems)
- Responsibility, dependability and punctuality
- Professionalism in attitude and dress

Technical Qualifications

Computer Technician must have functional knowledge of:

- Adobe Acrobat, Reader
 - Microsoft Office Suite (All programs)
 - Web coding and design
 - Social Media knowledge and proficiency recommended
 - Mac and Windows OS
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Prerequisites to Employment

- Enrollment at CSUN (minimum 6 units)
- Available for regularly scheduled in-service training and staff meetings (mandatory)

Salary

\$14.00 to \$16.00 per hour depending on experience

To apply, contact Rocky Zamora (LRC Staff Coordinator) for an application and interview:

**Learning Resource Center
University Library 300 East Wing
Email: luis.r.zamora@csun.edu
Phone: (818) 677-2033**

EMPLOYMENT APPLICATION

DATE APPLIED _____	POSITION APPLYING FOR _____
NAME _____	STUDENT ID _____
MAJOR _____	CLASS LEVEL _____
EMAIL _____	
PERMANENT ADDRESS _____	LOCAL ADDRESS _____
CITY/STATE _____	CITY/STATE _____
PHONE _____	CELL PHONE _____

RELATED QUALIFICATIONS

Indicate any skills and abilities you possess that are related to the requirements of the position for which you are applying.

OFFICE SKILLS

OFFICE EQUIPMENT

OTHER RELATED SKILLS, KNOWLEDGE OR ABILITIES (INCLUDING LANGUAGE SKILLS)

WORK STUDY

A WORK-STUDY AWARD IS PREFERABLE, BUT NOT REQUIRED FOR EMPLOYMENT

Have you been awarded work-study funds? Yes No

If yes, how much per semester? _____

AVAILABILITY

How many hours of work per week are you seeking? _____

PLEASE LIST YOUR AVAILABILITY FOR EACH DAY BELOW

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

EMPLOYMENT APPLICATION

Indicate any skills and abilities you possess that are related to the requirements of the position for which you are applying.

RELATED QUALIFICATIONS

HARDWARE/ SOFTWARE	# OF YEARS USED	DETAILED DESCRIPTION OF EXPERIENCE LEVEL
PC		
Windows OS (Specify which versions)		
Mac OS		
Microsoft Office (Word, Excel, Access PowerPoint, Publisher, Outlook)		
Databases		
Web Coding & Design		
Other		

EMPLOYMENT HISTORY

NAME _____

POSITION APPLIED FOR _____

EMPLOYMENT HISTORY: List all previous employment. Include military experience and relevant volunteer experience. List your most recent employment first.

May we contact your present employer? Yes No May we contact your previous employers? Yes No

If you are considered as a final candidate, your present employer and any relevant previous employer will be contacted for references.

FROM		POSITION HELD: _____	
TO		NAME OF EMPLOYER _____	
HOURS PER WEEK		ADDRESS _____	
STARTING SALARY	CITY	STATE	ZIP CODE
PER			
ENDING SALARY	NAME/TITLE OF SUPERVISOR	PHONE NUMBER	REASON FOR LEAVING
PER			

DUTIES AND RESPONSIBILITIES

FROM		POSITION HELD: _____	
TO		NAME OF EMPLOYER _____	
HOURS PER WEEK		ADDRESS _____	
STARTING SALARY	CITY	STATE	ZIP CODE
PER			
ENDING SALARY	NAME/TITLE OF SUPERVISOR	PHONE NUMBER	REASON FOR LEAVING
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DUTIES AND RESPONSIBILITIES

I hereby certify that all statements made are true to the best of my knowledge and belief. I understand that my stated pre-employment qualifications are subject to investigation and I hereby authorize the Learning Resource Center to investigate any and all information on this application. I understand that any false statements appearing on any employment form will be sufficient cause for immediate dismissal.

SIGNATURE _____ DATE _____

FOR OFFICIAL USE ONLY

Interviewed By _____ Date _____ Date of Hire _____