VIKING UNION
COMPUTER MAINTENANCE ASSISTANT II

PREREQUISITES:

Interest and experience in computer hardware and software are the essential requirements for this position. A positive attitude is required, due to a reasonable amount of physical labor and work, under stressful conditions. The ability to work with people, in a variety of situations, is an important skill for the Computer Maintenance Assistant II.

RESPONSIBILITIES:

1. Maintain work schedule as assigned by the Media Engineer and/or Computer Support Analyst.
2. Check with Media Engineer or Computer Support Analyst on a regular basis for job assignments.
3. Be familiar with all Viking Union computer systems.
4. Maintain a courteous and helpful attitude with clients involved.
5. Assist with moving, setup and operation of the Viking Union computer systems.
6. Maintain a good working relationship with Viking Union staff, Associated Students staff, and various clubs and organizations.
7. Fill out, sign and submit all time sheets to the Media Engineer.
8. Perform other duties as assigned.

REPORTS TO: Media Engineer

WORK TIME: Average 5 to 10 hours per week

SALARY LEVEL: $7.30 per hour

APPLICATION PROCEDURE: See "Hiring Procedure"