

Job Title: Technology Integration Asset Management Assistant
Department: Calvin Information Technology, Technology Integration Services Team
Reports to: Technology Integration Specialist Michael Haan and Assistant Director of Technology Integration Services

Purpose of Position:

To assist the Technology Integration Services (TIS) Team of the Calvin Information Technology Department with stock room management, equipment & software disposal, and inventory handling.

Classification/Benefits:

Student wage rate level II

Wage Scale: minimum \$7.40, maximum \$8.50

Essential Duties and Responsibilities:

1. Assist in receiving boxed computer equipment and transporting to storage areas.
2. Assist in sanitizing hard drives and drive destruction.
3. Assist in keeping storage areas organized and maintained.
4. Assist in moving equipment to and from needed locations.
5. Assist in the recycling of materials.
6. Assist with inventory tracking.
7. Assist with software disposal
8. Other duties as assigned.

Qualifications:

1. General knowledge of desktop computer hardware and software, including Macs and PCs.
2. Must be trustworthy and dependable.
3. Must be detail oriented.
4. Ability to work independently.
5. Ability to follow verbal and written instructions.
6. Ability to work in a professional manner.
7. Ability to complete assigned tasks on schedule.
8. Ability to lift 40 pounds.