

Job Title: Technology Integration Deployment Assistant I
Department: Calvin Information Technology, Technology Integration Services Team
Reports to: Technology Integration Specialists 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 configuring, installing and supporting desktop computer hardware and software.

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. Prepare (stage) desktop computer hardware for installation, ensuring standardization of hardware and software.
3. Install and test software on individual computers.
4. Install computer systems and peripherals in user's on-campus office.
5. Remove user's old computer equipment and store appropriately.
6. Assist with inventory tracking.
7. Other duties as assigned.

Qualifications:

1. General knowledge of desktop computer hardware and software, including Macs and PCs.
2. Experience installing computer hardware and software preferable but not required.
3. Ability to follow verbal and written instructions.
4. Ability to work in a professional manner.
5. Ability to complete assigned tasks on schedule.
6. Ability to lift 40 pounds.