

Job Title: Technology Integration Desktop Management 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 desktop management and application delivery tools.

Classification/Benefits:

Student wage rate level II

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

Essential Duties and Responsibilities:

1. Build ZENworks installers
2. Deploy ZEN apps
3. Build/deploy ARD apps
4. Research
5. Academic apps
6. Assist in building images
7. Write documentation
8. 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.
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. Understanding of networks (preferably Novell networks)