

Job Title: Technology Integration Desktop Management Assistant II
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 III

Wage Scale: minimum \$8.51, maximum \$10.00

Essential Duties and Responsibilities:

1. Build application installers
2. Deploy applications
3. Research & development of desktop management tools and procedures
4. Troubleshoot technical issues related to application installers and deployments
5. Assist in building images
6. Write documentation
7. Other duties as assigned

Qualifications:

1. Thorough knowledge of desktop computer hardware and software, including Macs and PCs.
2. Experience installing computer hardware and software.
3. Demonstrated level of trust with sensitive information.
4. Ability to follow verbal and written instructions.
5. Ability to work in a professional manner independently and with some direct supervision.
6. Ability to complete assigned tasks on schedule.
7. Thorough understanding of networks (preferably Novell networks)