COMPUTER/NETWORK SUPPORT ASSISTANT

The University of Wisconsin - Milwaukee School of Continuing Education is seeking a qualified student to assist with Network Administration and Computer Desktop Support. This position will support the school’s 16 programming areas by providing IT support to academic and non-academic staff. The School of Continuing Education is located on the 6th and 7th floors of the John Plankinton Building at 161 W. Wisconsin Ave., in Downtown Milwaukee.

Job Description

Assist Network Administrator with client support duties including:

• computer hardware/operating system/software/network problem solving;
• software installation;
• client training;
• application support;
• computer lab support and
• other duties as assigned

Qualifications

We are looking for reliable individuals who possess an excellent work ethic, the ability to work independently, and the maturity to work in a professional environment. Experience with computer hardware and software, trouble shooting and/or tech support required. The successful candidate will have excellent communication skills, a professional appearance and attitude as well as experience working in a diverse environment. Knowledge of Microsoft Windows operating systems and basic hardware troubleshooting preferred. This job would be perfect for someone looking to break into the field of desktop support as the position provides a lot of hands on work.

Compensation and Hours

$8.25/hr
15+ hours per week
Excellent performance can lead to pay and responsibility advancement.
Work study is accepted

If interested, please submit resume, cover letter and availability to:
scetech@uwm.edu