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09-Sep-2024
ETS Classroom Support: Tempe
Student Worker IV
104414BR

Job Description

Engineering Technical Services (ETS) is currently hiring a student employee in the Classroom Support Environment. Must be able to work both independently and under the direction of ETS staff members to install, configure, upgrade, and debug a variety of platforms and products. Provide end user technical support to faculty, staff and students of PC computers for various academic units in the Ira A Fulton Schools of Engineering. Working knowledge and experience with Windows 10 and all Microsoft Office products. Demonstrated experience with configuring operating systems to use the ASU Ethernet network; Installing, configuring, and testing Engineering packages; and Imaging software experience, Macintosh OS, and Linux OS experience is a plus, but not required.

Student Recruitment Type	Campus/Location
Student Hire Hourly	Campus: Tempe
Department Name	Full-Time/Part-Time
Engineering Technical Services	Part-Time
VP Code	Scope of Search
EXEC VP/PROVOST	Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range	Close Date
\$17.40 per hour	16-September-2024

Essential Duties

- Provide Technical Support to faculty, staff, and students.
- Install, upgrade, configure, maintain, and troubleshoot lab and classroom computers.
- Install, update, configure, test, maintain, and troubleshoot software and operating systems.
- Organize, clean, and maintain classroom and lab equipment and supplies.
- Work with sanitation equipment and supplies.

Minimum Qualifications

This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.

Desired Qualifications

- Excellent professional communication and willingness to expand skill-set.
- Strong problem-solving abilities with at least 1-year computer experience.
- Ability to work independently and productively; as well as ability to function effectively as a team member.
- Ability to maintain a regular 20-hour work (during the day) schedule year-round including school breaks (Fall, Winter, Spring, and Summer)

Location is Tempe Campus
Current undergraduate students in good standing are preferred.

Working Environment

- Activities are performed primarily in an office/lab setting.
- Activities will require on campus work.

- Required to stand and sit for varying lengths of time, and walk moderate distances to perform work.
- Frequent bending, reaching, crawling, lifting, pushing, and pulling of computer and office equipment.
- Organize, clean, and maintain office equipment and supplies.
- Clearly communicate to perform essential functions.
- Use office equipment such as a calculator, telephone, computer (monitor, keyboard and mouse), audiovisual equipment, printer, fax, and copier.

Department Statement

This position is located in the Engineering Technical Services Department of the Ira A. Fulton Schools of Engineering. Engineering Technical Services supports all engineering schools, departments and centers at the Fulton Schools; provides quality research support services for a varied research program and is committed to recruit, retain and develop a diversified workforce.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of "equivalent combination" in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor's degree is equal to four years of experience.

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