

Student Employment Job Description

JOB TITLE: Asset Management Apprentice

DEPARTMENT: Information Technology Services/TSC

REPORTS TO: Assistant Director for Technical Support

REQUIREMENTS:

- **Education/Training:** Completed One year of college education
- **Experience/Background/Knowledge:** Experience with PC and/or Macintosh systems, Microsoft Office Applications. Basic understanding of University applications/software.
- **Skills:** Dependability in following schedules and procedures. Ability to work with people in stressful situations. Customer-service oriented approach to problem solving. Effective verbal and written communication skills.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide a professional, organized, and efficient office environment. Exhibit a Christ-like attitude in all assigned duties.
- **Special Requirements:** A desire to learn office skills and vendor relations

DUTIES (include but not limited to):

Under the direction of the Asset Management Specialist, the Apprentice will perform various office duties including, but not limited to:

- Reconciling credit card statements
- Work with vendors on behalf of TSC to troubleshoot technology
- Inventory tracking of computer moves
- Office supply purchasing
- Other duties as required

NORMAL WORKING HOURS and DAYS: The TSC is staffed Monday through Thursday, 7:30 AM – 8:30 PM, and Fridays, 7:30 AM – 4:30 PM. The Asset Management Apprentice position will average 8-12 hours per week during the 8:00 AM – 4:30 PM work schedule.

*Flexible hours (working with your class schedule)

Return completed form to Human Resources