# General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Computer Assistant 1</th>
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<tbody>
<tr>
<td>Pay Rate/Salary:</td>
<td>A-2 $8.25/hr. 10-20 hrs/week</td>
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<tr>
<td>Direct Supervisor:</td>
<td>SGCS Director and SGATO Assistant Director</td>
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<tr>
<td>Employment Length:</td>
<td>Varies by position</td>
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<tr>
<td>Working over authorized hours:</td>
<td>Yes with authorization</td>
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</table>

# Job Description

Computer Assistants carry out the essential structure of duties at SGCS. They provide first hand assistance to USF students who use SGCS and their services.

**ROLE AND RESPONSIBILITIES**
- Duties include printing, faxing, shredding services and charging station services.
- Maintaining the physical structure of the computer for the students at USF.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**
- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must have the fundamental knowledge for all computer systems with very basic skills for troubleshooting in order to assist students.
- Computer Assistants are customer service oriented and require basic courtesy skills.
- Requires good attitude, dedication to the lab, ability to comprehend, good communication, consistency, and respect for all students.
- Some physical work will be required to perform duties such as loading paper into printers, changing toners, and assisting students.
- Perform any other duties as necessary and proper to execute the mission of the department of Student Life and Traditions.

**WORKING CONDITIONS**

The environment can be described as a standard office work environment.