**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Client Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Desktop Support Student Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>level 3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$9.00</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>minimum of 10, maximum of 20</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>A mix of Weekdays between 9am-5pm</td>
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</table>

**Responsibilities/Duties:**
- Upkeep of conference rooms and public spaces
- Imaging and maintenance of computers
- Documentation and upkeep of department database
- Disposal of Trash
- Perform duties as assigned
- Assist team in identifying process improvements
- Perform general service maintenance and support

**Requirements:**

**Required Qualifications:**
- Strong computer skills
- Excellent communication skills with coworkers, supervisors, and customers
- Ability to lift minimum of 25lbs

**Desired Qualifications:**
- Basic knowledge of Windows and Macintosh
- Familiarity with basic software applications such as web browsers, word & excel, and basic email.
- Must be organized and work well with constant priority changes
- Must be detail oriented and possess excellent follow up skills

**Interviewer Name:** Jack Scott

**Contact Number and/or Email:** LITS-studentjobs@emory.edu

Form Submitted by: Jack Scott  
Date: 8/28/17