

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Network Services	
Position Title:	Digital Mapping Technician (Quartermaster)	
Classification Level: SA3	Hourly Rate: 9.00	Available openings: 3
Hours per week: Minimum of 12, Maximum of 20		
Specific time periods required, if any:		
Work Schedule: Weekdays between 7:30a – 6:30p		
Responsibilities/Duties:		
Monitoring Tool Data Updates		
<ul style="list-style-type: none">locating and mapping wireless access points within the Airwave management software applicationadding newly deployed devices into the monitoring applicationwork with network team to determine the location of APs and switches, and place them on a map as neededMonitor the applications and take appropriate actions to address issues or escalate to full-time staffUpdate device attribute information in spreadsheets and monitoring tools		
Other		
<ul style="list-style-type: none">Collect usage data and feedbackAssist with special projects, promotional activities, and team events		
Requirements:		
<ul style="list-style-type: none">Dependable, punctual, and able to adhere to a set scheduleStrong interpersonal, written communication, and problem solving skills, with the ability to work with students,faculty, staff, demonstrating professionalism, maturity, and a willingness to helpStrong work ethic, self-discipline, and able to work with minimal supervisionPrevious experience with Microsoft excel, web browsers and interested in learning about enterprise wireless networking technologies and network management.		
Interviewer Name:	Nayef Smith	
Contact Number and/or Email:	LITS-studentjobs@emory.edu	

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Form Submitted by: Nayef Smith	Date: 8/29/17
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