# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Network Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Digital Mapping Technician (Quartermaster)</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>SA3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>9.00</td>
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<tr>
<td>Available openings:</td>
<td>3</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>Minimum of 12, Maximum of 20</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td></td>
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<tr>
<td>Work Schedule:</td>
<td>Weekdays between 7:30a – 6:30p</td>
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## Responsibilities/Duties:

### Monitoring Tool Data Updates
- locating and mapping wireless access points within the Airwave management software application
- adding newly deployed devices into the monitoring application
- work with network team to determine the location of APs and switches, and place them on a map as needed
- Monitor the applications and take appropriate actions to address issues or escalate to full-time staff
- Update device attribute information in spreadsheets and monitoring tools

### Other
- Collect usage data and feedback
- Assist with special projects, promotional activities, and team events

## Requirements:
- Dependable, punctual, and able to adhere to a set schedule
- Strong interpersonal, written communication, and problem solving skills, with the ability to work with students,
- faculty, staff, demonstrating professionalism, maturity, and a willingness to help
- Strong work ethic, self-discipline, and able to work with minimal supervision
- Previous 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
LIBRARY & IT
Request for New Student Assistant

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