Technical Support Assistant

Client Services

Information Technology Services

Job Posting:	U17-101	**Closing Date:**	July 17, 2017
Position Type:	Casual	**Location:**	Lansdowne/Interurban Campus
Start Date:	August 14, 2017	**End Date:**	March 30, 2018
Schedule:	Monday - Friday; variable hours (max 35 hrs/week)		
Salary:	Pay Grade 2; $19.78 to $21.08 per hour.		
NOTES:	Up to 8 positions to assist with busy periods such as term start-up.		

The purpose of this posting is to establish a **casual on-call** list to cover occasional shifts. Position(s) may start as soon as possible and are expected to be located at Lansdowne/Interurban Campus. Days and hours of work are variable.

GENERAL STATEMENT

Under the supervision of Technical Support Consultants, assists in the collection, distribution, cleaning, refurbishment and installation of College microcomputers.

TYPICAL DUTIES

- Transports computing equipment to and from Computing Services offices and other Camosun College offices and/or labs;
- Cleans computer cases, keyboards, mice and monitors;
- With the assistance of Technical Support Consultants, determines if microcomputer equipment is functioning correctly and whether it requires upgrading;
- Under the direction of Technical Support Consultants, install software and hardware upgrades to microcomputer equipment; including replacing various components as required such as:
    - Mother boards
    - Hard drives
    - RAM
    - Video cards
    - Network cards
- Under the direction of Technical Support Consultants, install microcomputers in College offices and/or labs;
- Performs other related duties similar scope and complexity.

QUALIFICATIONS

One year of a Computer or Electronics Technology Diploma or equivalent combination of education and experience. Experience with microcomputer hardware and software including Microsoft Windows and Office.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

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