



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.50/hour

Location : PTCC Room 100 Computer Lab

Supervisor: Chris Morgan

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Assist in the installation of workstation operating systems, cable management, patching, switch and router configuration, server management and room organization.

Required Skills / Job Qualifications: Intermediate computer skills, knowledge of wireless routing, access points and security. Knowledge of Microsoft Server, Linux, IIS, DHCP, and DNS operations. Basic knowledge of sub netting and routing and switching.

Learning Objectives:

- Demonstrate a willingness to learn
- Exhibit an understanding of ensuring a safe work environment
- Demonstrate responsibility through attendance, punctuality and reliability
- Demonstrate time management by being organized and prioritizing tasks

If you are interested in this position, please email the following items to Chris Morgan at morganc@pine.edu, with “Student Employment” in the subject line.

- Hours you are available to work
- Contact information and best way to reach you
- Previous work experience

*Most positions are August—May, with the possibility to work over Summer break.

**Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.