



# Pine Technical & Community College

## Student Employment Position Description

**Rate of Pay:** \$13.00/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](mailto: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.



800.521.7463/  
320.629.5100



[www.pine.edu](http://www.pine.edu)



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