

Department of Intramural Sports & Recreative Services

Job Title: Information Technology and Computer Support

Student Employee Position

Computer Assistant, Level IV, \$ 9.34 – 12.90 per hour

Work Duties for COMPUTER ASSISTANT IV:

Operates computers or data processing equipment; maintains equipment; designs, analyzes and authors complex programs. Requirements: specific previous technical training and considerable experience with computers and computer programming.

Provide information technology and computer leadership support for the administrative and support staff of the Department of Intramural Sports & Recreative Services. Tech support is responsible for merging the programs and services of intramural sports with the benefits and efficiencies of advancing technology. Department confidentiality working with department secured information and personal student information.

Information on the department can be found at www.imsports.msu.edu

The department is currently seeking one student to begin training and orientation during fall semester 2009 and to assume primary responsibilities beginning fall 2010.

Job Description and Function:

Computer Administration

- Experience with managing Windows XP/Vista Operating Systems
- Understanding networks and network components
- Hardware diagnostic skills and experience with replacing hardware.
- Software diagnostic skills and ability to resolve software issues.
- Experience with Microsoft Office Suite (especially Excel).

Web Administration

- Working knowledge of web programming languages such as HTML, PHP, CSS, JavaScript (Flash skills are a plus)
- Working knowledge of and creating SQL data bases
- Demonstrated use of creativity for use of technology with web design and applications

To make application, send a letter of application and resume to the following address or via email with attachments:

Dr. Richard McNeil
Associate Director
Intramural Sports and Recreative Services
102 IM Sports Circle
Email: mcneilr@msu.edu
517-432-1514