



Job Title:	IT Support Assistant	Major:	Open
Department:	Information Technology Department	Location:	Campus Tech & Safety Building
Hourly Rate:		Available Hours:	
Supervisor Contact:	Mr. Mac Hudson 352-638-9737	Length of Position:	One Semester
Applications Accepted By:			
Beacon College Student Employment Services https://www.beaconcollege.edu/beacon-college-on-campus-employment/		Qualified candidates will be contacted for an interview. If you have any questions, please contact the Career Center Email: studentemployment@beaconcollege.edu Phone: 352-638-9808	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Earn valuable work experience to gain a competitive edge for future internships and employment opportunities.</p> <ul style="list-style-type: none"> • Assist with upgrades, installs, tests, and evaluation of hardware and software components as required • Assist with patch installations and hardware/software troubleshooting • Perform service desk management (help desk) responsibilities • Troubleshoot students' PC issues • Configure and maintain printers/printing services • Maintain an inventory of Beacon College's technology assets • Adept at working independently, as well as working with others, in a team environment • Adept at communicating effectively with Beacon's faculty, staff and students • Other duties as assigned <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • MUST BE ABLE TO LIFT 25 POUNDS <p>THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING SKILLS</p> <ul style="list-style-type: none"> • N/A 			
Supervisor:	Name		
Last Updated By:	Name	Date/Time:	Date/Time