Work-Study Job Description

Financial Aid Office
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*** Applicants must be eligible for work study as part of their financial aid package to apply for this position.

Department: Enterprise Applications Services

Job Description: Work Study Students Administrative and Information Technology

a. **Duties:** Assist with Enterprise Application Administrative functions including point of contact for customers & dealing with correspondence that comes in to the business from emails. Troubleshoot software problems, build documentation and work thru helpdesk tickets for Enterprise Application Team.
b. **Location:** Bldg. 2
c. **Department's function on the CEI Campus:** Enterprise Application Support Services for the Staff on campus. Including Colleague, Self-Service, Etrieve & Blackboard.
d. **Other:** Enterprise Application Assistance as needed.

Qualifications:
a. **Preferred work schedule:** Between 8-5
b. **Preferred work experience:** Understanding of technical terms and ability to follow directions.
c. **Preferred skills:** Computer Skills and ability to troubleshoot issues on the internet using support.
d. **Preferred character traits:** Friendly

Salary: $13.00/hr

Work Hours: 10-15 hrs.

Post Date: August 19, 2024

Closing Date: Until position is filled

To Apply Contact:

Kelli Catale
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