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: Cybersecurity and Technology Department
Job Description: Work-Study Student

   a. **Duties:** Collaborate with department faculty to achieve assigned goals and tasks, which may involve technical work on departmental equipment and the Security Operations Center. Students will also have the opportunity to assist the IT Helpdesk staff with straightforward tasks in a coordinated manner with the supervisor and IT Helpdesk Manager. Additionally, students will be expected to document the processes followed when working with equipment or collaborating with IT when such documentation is not already available.
   b. **Location:** Cybersecurity and Technology Department Building 2, room 235A
   c. **Department's function on the CEI Campus:** Credit CTE training in IT and Cybersecurity
   d. **Other:** This work-study position will allow a student the entire semester to cross-train between academic business operations and IT/Cybersecurity. Ability to responsibly work independently.

Qualifications:
   a. **Preferred work schedule:** M-F, between 8AM – 5PM
   b. **Preferred work experience:** Business and office experience, and basic technology repair.
   c. **Preferred skills:** Basic technology skills, verbal and written skill, and basic business applications (i.e. windows, word, excel).
   d. **Preferred character traits:** Timely, forthright, responsible, outgoing, open minded, logical, willing to learn and work on new task.
   e. **Other:** CompTIA A+ certification

Salary:

Work Hours: 15-19 maximum hrs. Maximum

Post Date: August 15, 2024

Closing Date: Until position is filled

To Apply Contact:

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