



Example of Computer Assistant Job Description

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Our company is growing rapidly and is looking for a computer assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for computer assistant

- Administers desktop client support and provides customer service support
- Installs and maintains hardware and can act as an Equipment Custodian (EC) for Information Technology (IT) assets, IAW applicable Air Force in instructions
- Ensures suspense(s) and appropriate worksheets and reports are completed
- Accomplishes risk analysis related duties in support of wing's overall system certification and accreditation (C&A)
- Act as confidential assistant to the chair of the ECS department
- Provide administrative support to faculty, including liaison support for organizations and events
- Communicate student program changes and necessary forms with the registrar and admissions offices
- Assist the department chair in course scheduling for full-time and adjunct faculty and interface with the registrar's office for Fall, Spring, and Summer classes
- Prepare purchase orders and coordinate expense reimbursements
- Assist in adjunct faculty hiring process and preparation of contracts

Qualifications for computer assistant

- A history of strong academic performance
- Currently a student in the Madison area
- Available for at least 15 hours/week during the school year, flexible hours (up

- Prior teaching experience at the undergraduate level is preferred
- Practical, hands-on engineering experience or industrial experience is preferred