



Example of Computer Assistant Job Description

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Our company is searching for experienced candidates for the position of computer assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for computer assistant

- Assign academic advisers to ECS students
- Coordinate and facilitate the mid-semester academic advising process
- Maintain up-to-date files for majors and minors for the ECS degree programs
- Prepare overload and workload forms for faculty
- Collect and maintain data for all ECE degree program for all semesters
- Collect, maintain, and input syllabi and other documents required for program review
- Coordinate hiring and training student workers
- Coordinate, facilitate and implement department events such as professional conferences, graduation receptions, senior banquets, recruiter visits
- Coordinate updates of the website, and university catalog
- Coordinate communication of ECS events with faculty, students, and alumni

Qualifications for computer assistant

- Maintain day to day office operations, including ordering and maintenance of office supplies
- Be responsible for daily electronic timekeeping as it applies to the scope of this position
- Practice regular, punctual attendance as required by the supervisor based on department needs
- Perform other administrative support duties assigned by the department chair

