



# Example of Computer Consultant Job Description

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Our company is growing rapidly and is hiring for a computer consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for computer consultant

- Familiarity with customer service skills
- Providing basic user support in a lab environment
- Reporting to the Lab Consultant station in their assigned lab on time
- Attending a training session each semester to reinforce procedures and learn new skills
- Wearing uniform in a visible location at all times throughout a shift
- Completing a walk-through in the assigned lab every 30 minutes to ensure that all computers are logged out when a user has completed his/her work and has left the desktop, identify any problems that can be fixed immediately and assist users who may be having problems, maintain the physical appearance of the assigned lab
- Enforcing lab rules by ensuring a proper academic environment is maintained at all times
- Attending monthly meetings
- Computer, Mobile Device and Cloud Forensics via industry standard tools such as Encase, FTK, Cellebrite, Blackbag, Oxygen and other common tools and also state-of-the-art tools
- Electronic Discovery – Forensic Data Collection

## Qualifications for computer consultant

- Good communicator who can perform in a client facing role

- Minimum 1-3 years of retail, customer service, and/or purchasing experience, preferably in an electronics store or similar setting
- Bachelor's degree in Computer Science or IT-related studies with two-year experience in university computing environments
- Familiar with computer terms such as VGA, HDMI, Display Port, Thunderbolt, IPv4, VPN
- BS/MS Engineering, Computer Science or related Life Science (advanced degree a plus)