OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: Full-time 1.0 Graduate Assistant (GA) needed for the Marketing and Operations Department.

Work Commitment: 1.0 (full-time) GA is required to work 20 hours per week under the direction of the Supervisor.

Pay and Benefits: This 1.0 GA position receives tuition waiver and stipend. 2015/16 academic year tuition waiver benefit is $28,776 = 24 credit hours (appointment is for Fall, Winter and Spring quarters) and a minimum stipend of $14,500 (paid monthly). Note: If you receive an assistantship, Dean’s Scholarship award will be reduced by the amount of the assistantship tuition waiver.

Supervising Faculty: Joshua Davies, Technology Specialist and Website Administrator

JOB DUTIES:
This position provides high-level technology support to the faculty, students, and staff in the Morgridge College of Education. Areas include desktop support in a mixed windows XP / Windows 7 / Apple MAC environments for laptops and desktops in offices and labs, a wide range of application support from MS Office products and SPSS to MCE specific software which includes statistical software and assessment interpretation software, knowledge of network re-imaging, printer support, projector and audio/video support, hardware knowledge, managing user accounts, security of user server folders, as well as virus and spyware cleaning, and basic registry modification. Must be able to provide training and explanation of technical issues to faculty, students, and staff. Must be proactive, self-starting, and able to work with minimal supervision. Must be able to learn new technologies quickly to support emerging technology initiatives. This position reports to the Technology Specialist and Website Administrator and may involve some coordination of technology solutions with University Technology Services, the Office of Teaching and Learning, and coordination with outside vendors and clients.

Required Qualifications:
Be able to provide technical assistance to the Morgridge College of Education in all aspects of technology.

Education: Preference will be given to individuals with previous experience in technology support.

Special Knowledge, Skills, and Abilities: Be able to lift up to 100lbs. Knowledge and expertise in Windows XP, Windows 7, and Apple MAC operating environments. Networking expertise, print server knowledge, knowledge of client/server architecture and domain controller functions, experience with interactive whiteboard technology.
TO APPLY: Send an email with professional letter of application and your resume or CV to: Joshua.Davies@du.edu

Deadline to Apply: Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Applications will be considered until the position is filled. Interviews may be conducted in person or via Skype for out of town students.

Additional Information: You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.