



Federal Work-Study

Office of Information Technology – Student PC Tech

Name of Position: Student PC Tech – Office of Information Technology

Number of positions available for this posting: 2

Pay Grade and Classification: Grade II - \$10.50/hour

Hours per week: 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Office of Information Technology
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Linda Shirley
(731) 424-3520 ext. 50246
lshirley@jacc.edu

Location of Job Placement:

Nelms Classroom Building, C239

Purpose and Role of the Position:

- Assist the Technology Specialists in the active duties of their job.

Duties and Responsibilities:

- Supply paper to all classroom printers
- Gather inventory information as needed
- Assist with work orders with the Technology Specialists
- Assist with unboxing and installation of computers and printers
- Assist with moving items that are aged out to surplus and ewaste

Qualifications:

- Required Qualifications

- Be a JSCC Student
- Be enrolled in one of the Computer Information Technology programs