

Staff IT position will be posted here

When we have a position: Apply now for a student staff IT position with Chemistry and Physics IT!

Simply fill out the application form for this position, and we'll contact selected candidates:

- Replace this text with the URL to our application form, when job is available.

Apply if:

- You work well with others.
- You know, or are interested in learning, how to set up and maintain office computers, and also support staff and Chemistry faculty using technology.
- You can help keep the department's computer inventory and staffing lists current.
- You can help us improve our operational documentation, as you learn from them.
- And you can help keep our office and equipment well organized.

Learn more by reading the fuller position description below. Or, just apply by clicking the application form link above or below!

You must be able to work 20 hours per week (change, if for student hire!) during normal working hours (M-F, 9a-5p).

The pay is a minimum of \$20.00 per hour, commensurate with experience, for this temporary, half-time, non-exempt, benefits-ineligible Technology Support position.

Apply today!

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Good luck, and thank you for considering working for ChemIT, Chemistry's and Physics's IT support group! 😊

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Short URL for this page:

- <http://tinyurl.com/ChemITjob>

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Fuller job description

- Ability to work well with others is essential.
- Bring to the position or acquire skills via on-the-job training so you can:
 - Install operating systems and applications on Windows and Macs and do updates. Includes network and printer settings.
 - Help department staff and faculty at their computers for things you are trained to do or figure out.
 - Maintain and update group's documentation for ourselves and users for things you are knowledgeable about.
 - Perform web page edits.
- Maintain organization of computer-related equipment.
 - Includes moving computer equipment in and out of our office, and making sure things go to the right places, and that locations are properly labeled.
 - Includes performing hardware inventory throughout the department.

Also, we are interested in candidates who are or have:

- Excellent verbal skills.
- Reliable.
- Ability to work independently is essential.

- Regularly use either Windows or Mac computers.
- Preferable skills:
 - Excellent writing skills.
 - Demonstrated ability to learn computer software maintenance and configuration skills
 - Facile with Cornell's IT environment and tools, including CU Active Directory and Quest tools, CU DNSdb, Exchange, and so forth.
 - Facile with FileMakerPro databases, either using them or creating and modifying their structure.
- Occasional ability to lift up to 50 pounds is a plus.

For more info, see:

[\(Link to current IT staff-only page\)](#)