Fuller position description

Chemistry IT support group is hiring!

- [Apply now](#).

Fuller job description

- Ability to work well with others is essential.

- 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.
  - 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
- Occasional ability to lift up to 50 pounds is a plus.
- Federal Work Study (FWS) students are strongly encouraged to apply.

ChemIT's Technology Support Specialist position is classified at a **Level III grade level**, as a "Student Computer Assistant II" position:

- http://studentemployment.cornell.edu/jobs/wages-and-classifications/student-wage-scale
- http://studentemployment.cornell.edu/jobs/wages-and-classifications/job-categories-and-descriptions/student-computer-assistant