



# HELP DESK ASSISTANT

## DEPARTMENT

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Office of Information Technology - 6340

## QUALIFICATIONS

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- Experience in the use of Windows Computers and Microsoft Office programs
- Eagerness to learn new technical skills
- Strong sense of responsibility
- Strong verbal communication skills and a focus on customer service

## DUTIES

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May include:

- Communication: responding to email and phone calls
- Technical: repairing and installing computers and software and accessories; installing toner in printers
- Coordination: supporting people at remote campuses; assisting with maintaining inventory records

## COMPENSATION

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Begins at minimum wage  
Computer/job skills training

## HOURS

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4-10 hours per week

## CONTACT

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