

Technology Assistant

The University Libraries is seeking a student assistant to work with the Libraries Technology Team.



Please only apply if you are available for at least a full year.

Responsibilities

Assist technology staff with basic troubleshooting of PC issues; assist web team with deployment of web content and maintenance;

Office assistant duties include data entry and making deliveries/pickups on campus.

Application Process

You must be registered for classes and possess a social security number to work as a student assistant. To apply for this position, please submit a cover letter explaining why you would like to work for the University Libraries along with your resume to Kristopher Miller (kjmillier@buffalo.edu).

Pay

\$12.00 per hour. Maximum 10 hours per week.

Qualifications

- Excellent communication (oral and written) and presentation skills.
- Well organized with accurate attention to detail.
- Ability to work independently once a task has been explained.
- Familiarity with troubleshooting laptops, desktops, printers etc.
- Basic HTML knowledge is a plus, but not required.
- Available to work on both North and South campuses during normal business hours (Monday through Friday 8:30 a.m. - 5:00 p.m.).