

**BSS Computing Lab Consultant  
Position Description**

<b>Company:</b>	<a href="#"><u>SAN FRANCISCO STATE UNIVERSITY</u></a>
<b>Division:</b>	BSS Computing
<b>Job Title:</b>	COMPUTER LAB CONSULTANT
<b>Job Type:</b>	Co-op
<b>Wage/Salary:</b>	\$8.00/hour
<b>Days/Hours:</b>	8-14 hours per week
<b>Location:</b>	San Francisco, CA US
<b>Openings:</b>	6
<b>How to Apply:</b>	Submit resume via e-mail or pick up an application at HSS382.
<b>Start Date:</b>	08/23/2004
<b>When to Apply:</b>	ASAP
<b>Company Description:</b>	BSS Computing manages a number of computer labs in the College of Behavioral and Social Sciences. In these labs, SFSU students have access to hardware, software, printing and some technical support.
<b>Qualifications:</b>	<p><b>TECHNICAL SKILLS:</b> Familiarity with Computers (PC &amp; Mac). Intermediate - Advanced skills in MS Office 2000: Word, PowerPoint, Excel, and Publisher. Intermediate - Advanced skills in photo editing software. A definite plus if candidate has experience using SPSS, creating web pages and doing Internet research. <b>OTHER SKILLS:</b> Good communication. Ability to work independently as well as in a team environment. Quick learner with a positive attitude. Some customer experience is a plus. ***Please make sure you have work-study allocated for Fall 2004 before applying.</p>
<b>Job Description:</b>	<p>Monitor a Computer Lab with 25-36 workstations. Enforce lab policies. Provide students with technical support of the hardware, software, and printing available in the lab. Maintain a clean and academic atmosphere. Light cleaning and/or moving computers sometimes required.</p> <p><i>This is an Equal Employment Opportunity</i></p>
<b>Contact:</b>	<p>Ms. Lena Deng Computing Facilities Manager SAN FRANCISCO STATE UNIVERSITY BSS Computing 1600 Holloway Avenue BSS Computing, HSS 382 San Francisco, CA 94132 415.338.2884 FAX: 415.338.2483 <a href="mailto:lena@sfsu.edu"><u>lena@sfsu.edu</u></a> <a href="http://bss.sfsu.edu/bsscomputing/"><u>bss.sfsu.edu/bsscomputing/</u></a></p>
<b>Employment Type(s):</b>	Work-Study

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