TEXAS A&M RESEARCH FOUNDATION
JOB DESCRIPTION

Job Title:	**STUDENT WORKER - MIS**	**Job Location:**	College Station
Department:	**MIS**	**Work Hours:**	15 to 19 hrs per week/$7.25 hrly
		Monthly Rate of Pay:	

RESPONSIBILITIES

Assist in software and hardware configuration, installation, and follow-on support for personal computers in a networked environment.

EDUCATION

REQUIRED

High School diploma or equivalent combination of training and experience.

PREFERRED

Prefer Blinn or Texas A&M University student.

EXPERIENCE

REQUIRED

Previous experience with Windows XP, Word, Access and general understanding of personal computer hardware.

PREFERRED

Prior Novell networking, Windows networking, and web development experience.

ADDITIONAL COMMENTS

Must be able to work 15 to 19 hours per week. Working hours required in blocks of 3 to 4 consecutive hours at a time between 8:00-5:00, Monday-Friday. Must be available to work throughout the spring and summer. Must provide current class schedule and expected date and year of graduation. TAMRF positions are security sensitive. Employment in a position designated as security sensitive will be contingent on the results of a criminal background check at the point of hire. Applicants may inquire about the position through email at pchmelar@rf-mail.tamu.edu

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