Student Information Technology Technician
Job Description

Part-Time Student Position: 10 to 20 hours a week

Information Technology Department
College of Business Administration
3126 Business Building
1301 Lovers Lane
Manhattan, KS  66506

Position Description:

A College of Business Administration (CBA) Student IT Technician will work as part of a team supporting faculty, staff, and students by assisting them in the use of computers, software, and various other technologies in the Business Building. A Student IT Technician will work in a fast-paced team environment delivering excellent customer service. The position will help execute the day-to-day operations and long-term projects of the College of Business IT (CBA IT) Department. The Student IT Technician reports to the Director of Information Technology.

Education Requirements:

• High School Diploma or equivalent
• Enrolled as a full-time student at Kansas State University, preference to CBA students,
• Cumulative GPA of 2.5 or above

Primary Responsibilities:

• Provide end-user technology support
• Troubleshoot and resolve technical issues in offices and classrooms
• Support CBA faculty, staff and students with technical questions and concerns
• Daily testing, maintenance and cleaning of technology and it's environment
• Manage IT Department projects and responsibilities
• Preform business building opening and closing procedures
  o Each employee will open (7 am.) and close (10 pm.) the building at least once a week
• Other duties as assigned:
  o These include but are not limited to, assisting throughout the business building with events, setting up chairs and tables, taking out trash, and other duties as needed

Skills Required:

• Self-motivated and possesses an ability to work with people and help with computer-related questions and challenges
• Excellent customer service and the ability to interact with faculty, staff, students, and peer student staff and curtesy, responsibility, diligence and helpfulness
• Must be able to work in an efficient, professional manner and with minimal supervision at times
• Must be accountable and trustworthy with organizational and time management skills
• Strong oral/written communication skills with detail orientation
• Intellectual agility and problem solving skills
• Self-motivated with adaptability
• Ability to quickly learn new ideas and technology and impart that knowledge to others

**Competencies and Expertise:**

• Proficient Microsoft Office Skills (Word, Excel and Power Point) and Operating Systems
• General understanding of technology hardware and software
• Technology troubleshooting knowledge
• Ability to document work

**Physical and Work Requirements:**

• Some early mornings, evenings and weekends
• Ability to lift 50 lbs.

**On-The-Job Training:**

Adequate on-the-job training is provided to cover all technical areas. Emphasis at the time of hiring is placed on soft skills and the ability to learn the technical aspects of the job.

**College of Business Information Technology Department:**

The College of Business Information Technology Department is a dynamic, fast-paced, and high-intensity work environment that provides technical support for computers, audio video equipment, digital signs, and print solutions, to the college’s faculty, staff, and students in the Business Building. The department supports 17 instructional class rooms, 5 computer classrooms, 400 computers, 600 monitors, 165 printers, 46 laser Projectors, 30 digital signs, and a variety of other technology.

To apply complete the application and submit it and a resume to Michael Raine: [CBA IT Student Technician Application Form](#)

For more information, please contact:

Michael Raine
Director of IT
Information Technology Department
College of Business Administration
3126 Business Building
1301 Lovers Lane
Manhattan, KS 66506
maraine@ksu.edu, 785-532-2637