The Communications group of the Office of Information Technology at the University of Tennessee in Knoxville (UTK) is seeking to fill a student assistant position for its Network Services group. This is a part time position with a maximum of 20 work hours per week, unless otherwise needed.

Job Summary:

The Student Assistant (SA) will focus on the following:

- Assist in conducting equipment and consumables inventory: Locate, identify, and record inventoried items as instructed.
- Perform physical maintenance of network equipment rooms (a.k.a. satellite equipment room, SER), including clean up, re/arrange equipment or cabling, re/tag circuits, etc.
- Assist NS personnel on identifying network circuits and recording the results in an appropriate format.
- After proper training, the SA may be called upon to assist in the activation and/or deactivation of network circuits throughout campus.
- Perform other duties as directed by the NS manager or assignee.

Requirements

- Must be physically able to carry or move equipment or other heavy items, climb ladders, and work around obstacles if needed.
- Must have some computer skills, especially with Microsoft Excel, Microsoft Word, and email.
- Must have a valid driver’s license and be eligible/willing to drive a UT vehicle.
- Must be able to work independently and report back to the NS manager or assignee.
- In some cases, the SA may be required to work after hours or during the weekend.

To be considered for the job, the successful candidate will be required to submit proof of work eligibility.

To apply: go through the Career Services’ hire-a-vol site at http://career.utk.edu.