

Job Profile

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| Job Profile Name: | IT Assistant A |
| Job Code: | CADA-00006 |
| Employee Group: | AMUSE Casual |

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of low complexity and the incumbent performs them using precise instructions provided by his/her immediate supervisor or other team members.

Typical Functions:

1. Greets clients and answers general inquiries with a positive attitude. This includes queries regarding software and equipment use, as well as policies and procedures.
2. Collects and enters data into established inventory databases.
3. Performs basic computer equipment maintenance with basic troubleshooting.
4. Distributes and tracks items, such as computer stations and A/V equipment. A log to track these items may be required.
5. Maintains lab work area in a clean and orderly fashion. Opens and secures the area daily.
6. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with minimal or no experience