Job Description

Position Title	SSE Computing Assistant
Department	School of Science and Engineering
Reporting To	Dean, SSE and Director, CS
Type of Position	Full Time

POSITION DESCRIPTION

The individual will be responsible for providing computer and related technical support for SSE's labs as well as courses. The position frequently requires liaising with the IT department.

DUTIES AND RESPONSIBILITIES

- ✓ Maintaining an updated inventory of computer software and hardware in SSE Labs;
- ✓ Performing regular software updates;
- ✓ Maintaining computer hardware and report;
- ✓ Overseeing maintenance of lab spaces;
- ✓ Preparing computers in SSE labs spaces;
- ✓ Prepare computers in SSE labs for courses taught there;
- ✓ Other related duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Relevant work experience; ✓ BS in Computer Science or equivalent.
Required Experience	✓ Minimum 6 months of experience in computer system maintenance and support; ✓ Familiarity with existing HU computing infrastructure is a plus.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication Skills	Medium
2.	Organizational Skills	High
3.	Technical Skills	High
4.	Flexibility and good learner	High

Revision Date	February, 2018	Version	1.0