



Job Position Description

Job Title: **Computer Systems Assistant**

- A. Main purpose of the job: **Under direction of Systems Specialist, provide support for computer systems and peripherals for department of Campus Operations.**

- B. Primary responsibilities or key duties of the job (tasks performed regularly):
 - 1. Assist with installation and upgrading of computer systems.
 - 2. Troubleshoot and resolve computer-related problems.
 - 3. Install software.

- C. Additional duties (tasks performed occasionally):
 - 1. Web page development
 - 2. Train employees on using software

- D. Basic qualifications:
 - 1. Able to stand, walk, bend, stoop, kneel, reach, lift, push and carry up to 50 lbs.
 - 2. Willing and able to follow directions and work independently
 - 3. Maintain valid driver's license and be insurable by BGSU
 - 4. Must have completed at least one year college course work consistent with computer science or MIS

- E. Additional information:
 - 1. Must be attentive to detail and accuracy
 - 2. Must respect working with confidential information
 - 3. Must have at least 6 months experience in similar position