Division of Science Tech group looking for student employee

May 28, 2015: This position has been filled, but inquiries about future positions that might open are welcome.

Title: IT Assistant

How to apply: go to https://careers.brandeis.edu/studentjobs/ and look for job ID 523816

The DiviSciTech group is looking for a student who wants to build a portfolio of IT skills working on a variety of projects to support staff.

Applicants must be motivated to learn new technologies, punctual, and able to write clearly and concisely. Good people skills a plus. The ideal candidates will have one or more of the following:

- Fluency in technical writing
- Experience in Filemaker or other databases (eg SQL)
- Experience administering OSX, Win7, and Linux operating systems
- Experience troubleshooting technical problems
- Graphic design skills
- Mastery of a programming or scripting language
- Ability to politely and helpfully interact with staff, faculty and students

We are looking for someone who is interested in working with us for at least a year, who will build a set of technical skills that will be an asset on a resume. This student will work on projects from the tech group’s portfolio which includes:

* scientific computing (running the High Performance Computing Cluster, troubleshooting networking and hardware)
* administering file servers, groups and user computers
* user interface design (both in databases and on the web)
* documentation and how tos intended for a general audience
* management of critical systems
* supporting Division of Science labs (communication, websites, etc)

Wage Rate: $11.00/hour

Hours: 5-10 hours a week, more during breaks and summer

Length of Employment: At least a year, summer included

Please note that we encourage students of all majors/grad programs to apply. Some experience with computers is necessary, but most skills will be learned on the job. Please include a section in your resume with relevant skills and experience (including any coursework).