The Department of Psychology at Florida State University is looking to hire a part-time (20 hour per week) User Support / Technology Assistant position. This position will be OPS.

The main responsibilities of this position will be assisting in the support of the department’s computing resources. Our environment is comprised of approximately 200 users using a mix of Windows (85%) and Mac (15%) computers.

Daily duties might include:

1. Hardware troubleshooting and maintenance.
2. User support for faculty, staff and graduate students.
3. Software installation and maintenance.
4. Installation and setup of new workstations.

The applicant must be able to demonstrate a significant level of maturity and responsibility. Good verbal and written communication skills are absolutely necessary as this position will require constant interaction with faculty, staff and graduate students. The applicant should be able to work independently and possess the ability to research problems and discover solutions with limited assistance.

If the applicant possesses (or wishes to possess) any programming or systems/network administration skills, the position could be partially transformed to include duties that would support the department’s Systems and Network Administrator. If this is the case, other duties might include:

1. Assisting in the maintenance of the department’s servers (mix of Windows Server and RedHat based systems).
2. Assist in the design and maintenance of the department’s Technology Support Group webpage.
3. Writing shell scripts, application programming, etc.

This position is a serious job supporting the Technology Support Group in the Department of Psychology. We hope to provide our employees with a wonderful opportunity to gain experience in the areas of user support and system administration.

Resumes will be accepted through July 30, 2010. Hours are very flexible. Starting salary will be based on applicant’s experience. If you are interested in this position, please email your resume (along with any questions you may have) to Robert Thornton (thornton@psy.fsu.edu).