Job Title: IT Support Specialist
Unit: UW-Extension, Continuing Education, Outreach and E-Learning
http://ce.uwex.edu/
Location: 5602 Research Park Boulevard, Suite 300, Madison, WI 53719

Job Announcement:
UW-Extension - Continuing Education, Outreach and E-Learning (CEOEL) is seeking a student to fill a technical support position. This is an opportunity to leverage existing skills and to develop new skills and processes. Applicants should have the ability to effectively communicate complex problems and solutions to people of varying technical skill levels. Successful candidates will possess IT interest, problem solving skills, ability to apply knowledge to various projects and work directly with end users. This position will work in a number of different technology areas, responding to requests for support from end users and working on projects. Duties will include computer setup, hardware component replacement, software installation, Windows and Mac OS X troubleshooting, application support (MS Office, IE, Firefox, Adobe Suite), setup and maintenance. The ideal candidate will have experience with PCs, Macs, mobile devices and customer service experience.

Hours:
- Flexible hours based on your schedule
- Availability of 10-15 hours/week
- Year-round availability is preferred
- Availability between the hours of 8:00 am and 4:30 pm

Location:
We are located in the UW Research Park at 5602 Research Park Blvd near the West Side Metro Transfer Point.

How to apply:
A complete application will include the following:

1. A letter of interest addressing the applicant qualifications and experience as they relate to the responsibilities of the position.
2. A professional resume.

All applications and questions should be sent to:

Amy Kiska, Human Resources Specialist
amy.kiska@uwex.edu

Ensure consideration:
For best consideration, please apply by Friday, August 5, 2016.