**Federal College Work Study- CIS Assistant**

**Location:** Coastal Pines Technical College - Waycross

**Department**: Academic Affairs – Computer Information Systems

**Education and/or Occupational Experience:**

Possess a high school diploma, a GED, pass an approved ability to benefit test, or have been home-schooled. Also, FCWS student must be enrolled as a student and taking at least six credit hours at Coastal Pines Technical College in a technical certificate of credit, diploma, or associate degree program.

**Minimum Qualifications:**

* Be a United States citizen, permanent resident, or other reliable classification of non-citizen
* Have a valid Social Security number
* Make Satisfactory Academic Progress for Federal Student Aid Programs
* Meet the requirements of the Federal College Work Study Program

**Key Competencies**

* Successful Completion of advanced CIS courses such as CIST1130, CIST1122, CIST2452, CIST2130 and CIST2414 preferred
* Recommendation from CPTC CIS professional or CIS Instructor
* Data input experience
* Experience in troubleshooting and maintaining computer systems
* Ability to lift items weighing 50 pounds, such as servers, UPSs, etc.
* Dependable and task oriented
* Ability to work independently

**Duties/Responsibilities**

Federal College Work Study Students may work up to but no more than 20 hours per week.

This FCWS worker will be responsible for:

* Assist with the loading and updating of software
* Troubleshoot technical problems and identify and implement solutions
* Installing, configuring, and troubleshooting computers, routers, switches, infrastructure wiring, etc. (This may include climbing ladders, lifting boxes and working in tight spaces)
* Clerical duties such as making copies, filing, data entry, etc.
* Hard drive imaging using the prescribed solution

Other duties as assigned

**Application Deadline**: Open Until Filled

**Salary:** $10 /hour

**Length of** **Employment:** Work Study Contract will end on the final day of the semester

To be considered for this position, submit a resume, letter of interest, and online employment application on our Job Opportunities website www.coastalpines.edu. . Applicants must also complete the Federal Work Study Financial Aid Application. Official transcripts must be on file prior to interviews. Applicants must state in the letter of interest the position for which they are applying. Incomplete applications will not be considered. Final candidate(s) will be required to successfully meet the requirements of the TCSG Background Investigation Policy.

Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu , 912.427.5876; Cynthia Linder, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, clinder@coastalpines.edu, 912.287.4098; Cathy Montgomery, ADA/Section 504 Coordinator, All Campuses, 1777 West Cherry Street, Jesup, Georgia, cmontgomery@coastalpines.edu, 912.427.6265.