

JOB DESCRIPTION

Upper Columbia Conference of Seventh-day Adventists

Job title: Information and Technology Student Worker	Department: Information and Technology Services
Category: Part Time – 8-16 hours	Wage grade/range: Washington Minimum Wage (\$17.13 - \$17.13)
Date written: 9/1/2026	Supervisor's title: Director, Information and Technology Services

POSITION SUMMARY: This position is intended for a high school or college student to aid the ITS department while growing their skills. Workers should have a basic aptitude and interest in technology.

AUTHORITY, ACCOUNTABILITY: Admin rights will be limited and assigned based on the skill of the worker and jobs that need to be completed.

ESSENTIAL JOB FUNCTIONS: Perform tasks as assigned by ITS Director, or ITS Associate Director. These tasks can include and are not limited to:

- Provide user support
- Set up user desks, installing equipment and doing cable management
- Set up computers according to instructions
- Manage storage areas and organize equipment
- Follow current documentation and be able to update or create new documentation that can be understood by the intended users. Documentation may be on IT processes, or to explain how to use a room or some equipment.
- Collect equipment for loaning out, check it out to the appropriate person, check in equipment, and ensure that everything has been returned and is in the correct case.
- Collect and distribute packages from receiving
- Tasks may include using power tools, climbing ladders, or running cables and terminating them.

SKILLS AND REQUIREMENTS:

- Use office products such as Word, Excel, Outlook, and Access. Basic aptitude is needed, but prior experience is not; learning to use more than basic functions is an expected part of growth on the job.
- Interest in technology and a desire to learn
- Love to work with people and be able to patiently solve problems and give meaningful instructions that empower those she or he serves.
- Exhibit initiative
- Good communicator (verbally and in writing); respectful with co-workers and clients

- Team player among departmental staff in the office and with outside personnel
- Ability to meet deadlines/appointments in a timely way
- Adaptable; able to evaluate priorities and aid supervisors in planning and organization.

PHYSICAL REQUIREMENTS: Must be able to lift and carry computers and other equipment. Some activities such as lifting, climbing, or using tools may be dependent on age. Must be able to sit or stand to use a computer for extended periods of time. Must be generally in good health with the ability to be physically mobile in a variety of environments, and to able to read, speak, hear, reach, and grasp. Weekend work may be requested but is not required.