1. Name of the position:
Library Student Tech Support

2. Supervisor and department name:
Fong Vang, Tutoring & Academic Support Services

3. Contact number:
916-691-7140

4. Location/room number:
Remote/Online

5. Number of positions available:
4

6. Please describe the job duties:
The Student Tech Support are the first point of contact for students, staff and faculty seeking assistance for technology issues. They are student staff of CRC, providing technical troubleshooting over the phone and virtual appointments. Due to COVID 19, this position will be working remotely from home to provide support until we are back on campus. Technical support will include but not limited to the following:

- Issues with a Chromebook checked out from the library
- Help with Google docs, sheets, or slides
- Help to reset your single sign on password

7. Any specific job requirements or skills preferred (e.g. computer, filing, GPA, coursework):
Interested applicants should have a good working knowledge of the following or access to:

- Google Suite (Docs, Sheets, Slides, etc)
- Internet Access is required
- Good problem solving skills.
- Ability to work responsibly with or without direct supervision.
- Working knowledge of common operating systems and software applications.

8. List days/hours needed, unless it’s flexible:
Monday-Thursday 4pm-8pm
Saturday 10-4pm

Please submit the application to the Tutoring & Academic Support Services department via:
Emailing to Fong Vang at vangf2@crc.losrios.edu.