



IT Assistant Volunteer Job Description

Mission: Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

Title: Information Technology (IT) Services Assistant

Responsible To: IT Services Manager

Qualifications:

- Intermediate understanding of technology and computers.
- Understanding of Windows and computer imaging preferred.
- Physical ability to lift/move moderately heavy equipment (up to 50 lbs) and safely use hand tools such as screw drivers, hammers, etc.

Responsibilities:

- Assist the IT Department with the maintenance and proper disposal of IT equipment.
- Take direction from IT staff to successfully aid in a variety of tech projects including tasks which may be repetitive in nature.
- Projects may include, but are not limited to:
 - Imaging computers
 - Dismantling broken hardware
 - Cleaning and organizing equipment
 - Assisting with inventory
 - Testing and repairing printers
 - Prepping old equipment for sale
- Maintain confidentiality with access to any private/protected information
- Other related duties as assigned.

Time Commitment: 2-4 hours each shift, once every other week. Ongoing time commitment with a 3-6 month minimum expectation and a regular, continuous schedule.

Training: Training and direction provided by IT employee(s) prior to shift and is dependent upon specific projects.

Location: IT Department, 3rd floor

Contact: Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org