3-10-2003

Little Priest Tribal College - Technical Assistant Job Description

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JOB TITLE: Technical Assistant (Geospatial); Two Positions Available

This Technical Assistant position will pair an energetic student with faculty and staff who are working on technology-rich projects in the geospatial sciences. A student interested in this position needs to have considerable experience with computers and communication technology. The terms technology-rich and communication technology will remain undefined because the technical skills necessary for this position will depend on the project(s) proposed by the faculty/staff. The student(s) will learn new skills, test their academic theories, and explore professional goals while making valuable contributions to Little Priest and the community.

CHARACTERISTICS: Each Technical Assistant should demonstrate a willingness to learn new technologies that will support Little Priest and the community, strive to refine interpersonal skills necessary for team work, be able to work independently after training, have a strong desire to help both students, faculty, staff and community members learn new technologies, and seek to collaborate on short-term (weeks) and extended projects (months).

ORGANIZATION RELATIONSHIP: Technical assistants will report directly to the head of the LPTC Computer Department.

JOB REQUIREMENTS: The successful candidate for this position will be currently enrolled at Little Priest Tribal College (preference given to full-time applicants) in computer science, be in good academic standing with a GPA of 2.0 or above, and have demonstrated good academic performance by maintaining above average attendance records in his or her classes.

DUTIES: The technical assistant will:
$ Complete a comprehensive training period which will encompass completing online tutorials as well as other computer-based tutorial type learning to use job-related software,
$ Attend workshop / training session(s) which may include some travel and over-night stay (travel and per diem costs will be provided),
$ Train other students, faculty, staff and/or community members in the use of geospatial software and applications,
$ Demonstrate to other students, faculty, staff and/or community members the usage and benefits of selected geospatial projects,
$ Maintain a work log documenting time spent on each task,
$ Submit regular reports of work completed, and
$ Engage in other duties as assigned by the project faculty/staff.

JOB BENEFITS: There are many unique benefits associated with this position such as flexible scheduling (based on 10-20 hours per week), access to a range of communications technologies, training with media systems, resume and professional recommendations, and an opportunity for a student to test drive a career while gaining valuable training and work experience.
COMPENSATION: $6.50/hour increasing to $7.00/hour after training period

See Jan Bingen for further details and/or to make a formal application for this position.