

3-10-2003

Little Priest Tribal College - Technical Assistant Job Description

Hank Lehrer

Brent D. Bowen

Follow this and additional works at: <https://commons.erau.edu/ni-s3a-geospatial-series>



Part of the [Bilingual, Multilingual, and Multicultural Education Commons](#), and the [Other Education Commons](#)

This Poster is brought to you for free and open access by the Native IMAGE and Geospatial Initiative at Scholarly Commons. It has been accepted for inclusion in Native IMAGE and Geospatial Initiative by an authorized administrator of Scholarly Commons. For more information, please contact commons@erau.edu.

**Little Priest Tribal College
Job Description**

3-10-2003

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 to 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.