



THE OFFICE OF HOUSING AND RESIDENCE LIFE
UNIVERSITY OF NORTH CAROLINA WILMINGTON
A DIVISION OF STUDENT AFFAIRS
“Creating Experiences for Life”

Title of position

Undergraduate Technology Assistant

Department

Housing and Residence Life

Reports to

Sean Ahlum, Assistant Director Technology and Communications
– Housing and Residence Life

Overall responsibility

Assist in the setup and maintenance of all Housing and Residence Life technology on the UNCW campus

Key areas of responsibility:

- Assist with maintenance of HRL file server
- Tech support in the HRL office and in all residence areas
- Installation of hardware and software
- Assist with Residential Management Systems (RMS)
- Provide input into the development of online training materials for HRL
- Perform fixed asset inventories
- Maintenance of HRL Web site
- Other tasks that may arise related to technology

Consults with:

- Housing and Residence Life Undergraduate, Graduate, and professional staff
- Housing and Residence Life Student Employees
- Resident students

Term of employment

20-25 hours a week during academic year, and up to 35 hours a week during summer.

Qualifications

- Strong customer service
- Excellent organizational skills
- Ability to lift a minimum of 25 pounds
- Proficient in networked computing environment
- Thorough knowledge of Microsoft Windows.
- cursory knowledge of Windows Server 2003
- Must maintain a 2.5 grade point average to remain employed. A GPA below 2.5 may result in a probationary period of employment
- No current UNCW judicial sanction

UNC Wilmington is committed to equal opportunity employment

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All applications should be put to the attention of Sean Ahlum (ahlums@uncw.edu)