



AUBURN OFFICE  
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Auburn, CA 95603  
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## Student Position Available in Auburn

### **IT Assistant**

*To be filled as soon as possible*

**Duties and Responsibilities:** Under direction, perform a variety of analytical activities to support the Information Technology Unit.

Provide onsite and remote, hardware/software helpdesk support for Office 2007 (strong Outlook skills a plus), SharePoint 2003, Windows XP/7 Pro, Adobe Acrobat; Virus and malware remediation; printers; Web site revisions (using Open Source CMS); and network monitoring and administration tasks. Majority of support will be in person.

Candidate should have strong customer service, troubleshooting and documentation skills, an ability to prioritize projects and workload, and an ability to perform under pressure.

**Helpful Qualifications:** Knowledge of Windows Server 2008, Exchange 2007, VPN, and Adobe Creative Suite & Premiere software

**Preferred Majors:** Computer Science  
Information Technology  
Management Information Systems

**Hours Per Week:** 20-30

**Required Applicant Documents:** Resume and Cover Letter

**For further information** Go online to:  
**And to apply:** [www.ueijobs.com](http://www.ueijobs.com) – Posting #0102910

**Contact:** Amy Lebak, Personnel Officer  
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