Employment Opportunity
WMU Office for Sustainability

Information Technology Student Office Assistant

How We Work
Today’s stubborn, pervasive, and intertwined sustainability challenges often require bold leadership and visionary responses. The Office for Sustainability has a unique approach. We act as a “Do Tank for Thinkers.” We see every problem as a design challenge and treat the campus as a living, learning laboratory for applied innovation. We focus on understanding the deep roots of resistant challenges and on developing and prototyping actionable, anticipatory solutions that build campus and community resilience and enhance well-being for all. Our goal is to build a diverse and flourishing learning community around addressing these challenges. To do this, we:

- embrace difference and encourage difficult conversations
- educate, connect, and empower students, staff, faculty, alumni, and the community
- foster the integration and infusion of sustainability into research and teaching
- lead with original and innovative research to address real-world problems
- prototype technical and social innovations and develop pilot programs
- incubate and catalyze internal and external partnerships and collaborations
- help WMU to assess, scale-up, and institutionalize promising, piloted solutions
- recognize and celebrate accomplishments from all over the campus and community

We cultivate NextGen leaders by helping students from all disciplines, undergraduate and graduate alike, to develop the skills, fortitude, and habits of mind to attack pressing real-world problems — at all scales; local, regional, and global. Are you talented, fearless, and deeply committed to improving quality of life for all? Have a hankering to make a difference by taking a crack at complex, real-world problems? Do you want to collaborate with bright, like-minded people that are dedicated to creating a diverse and inclusive workspace? Then you are a budding sustainability leader! Apply to work with us today and develop your talents!

Position Description
The Office for Sustainability (OfS) is seeking an Information Technology (IT) Student Office Assistant to provide computer hardware, software, and other routine technical support. This Assistant will help maintain a network of over 20 Mac workstations, 2 PC’s running MS Windows, operating system software, and application software (including but not limited to Microsoft Office and Adobe Creative Cloud).

Major Responsibilities
- Conducts desktop and laptop operations and maintenance
- Maintains up to date documentation on service and standard operating procedures
- Provides end user support for technical and non-technical staff
- Assists new staff people on the location and use of shared files and other troubleshooting

Minimum Qualifications
- Experience with Mac hardware components and operating systems
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems
- The ability to research and understand technical documentation

Desired Qualifications
- Strong interpersonal communication skills
**Closing Date**
The position will remain open until filled.

**Hours and Compensation**
10-12 hours per week; hourly pay commensurate with experience

To apply, review [http://www.wmich.edu/sustainability/opportunities/jobs](http://www.wmich.edu/sustainability/opportunities/jobs) then download, complete, and submit the WMU Office for Sustainability Employment Application.

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