

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.



EMPLOYMENT OPPORTUNITY

CLASSIFICATION: **Student Assistant**

Position Number: **024-050-4870-905**

SALARY: \$8.13 - \$8.69 per hour (Range A)
\$8.69 - \$9.35 per hour (Range B)
\$9.35 - \$10.04 per hour (Range C)
\$10.04 - \$10.83 per hour (Range D)
Hours Scheduled According to Departmental Needs

HOURS PER WEEK: 15 – 20 hours (flexible)

LOCATION: **Sacramento (Headquarters) – Information Technology Unit**
(Free Parking – Easy Freeway Access – Near Arco Arena)

DUTIES: Assists Help Desk staff in the support of personal computer hardware and software; moves hardware from one location to another; under direction, install software and hardware; provides support or acts as a backup to Help Desk staff answering phone calls or responding to Computer Help Desk e-mail requests; records calls and refers them for resolution by Help Desk staff; under direction, analyze computer software or hardware issues; make recommendations for repair; test computers and other hardware; organizes hardware and software for disposal; records serial and ABC numbers for removal from inventory; assist with shipping and receiving of personal computers; packages items for shipping as necessary, and assists in the testing and implementation of applications.

WHO MAY APPLY: Applicants must be currently enrolled in a college or university. Applications will be screened and only the most qualified will be interviewed. If interested, please submit a completed standard State application (Form 678).

DESIRABLE

QUALIFICATIONS: Ability to work as a team member as well as independently; ability to work cooperatively with various levels, both within and outside the Department; ability to effectively organize work and meet deadlines; accuracy and attention to detail; be dependable; a demonstrated ability to be punctual and have good attendance.

HOW TO APPLY: Submit a standard State application (Form 678) to:
Alcoholic Beverage Control
Attention: Lyle Stewart
3927 Lennane Drive, Suite 100
Sacramento, CA 95834
(916) 419-2550

FINAL FILING DATE: **April 18, 2008**

Applications will be screened and only those applicants with the most desirable experience/qualifications may be called for an interview.

Posted 4/1/08
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