



UCLA

CRESST

NATIONAL CENTER FOR RESEARCH ON EVALUATION,
STANDARDS, AND STUDENT TESTING

Job Opening

The Center for Research on Evaluation, Standards and Student Testing (CRESST) is currently offering undergraduate students positions as:

Student Information Technology / Student information Technology Work Study

Join our dedicated and friendly team and assist us on interesting tasks within the field of Information Technology at the Center for Research on Evaluation, Standards and Student Testing (CRESST). CRESST is a nationally and internationally renowned research and development center within the Graduate School of Education and Information Studies. We offer flexible hours and rewarding opportunities. You will work with our IT-Manager on supporting our researchers and their projects.

Duties will include equipment inventory, installation and configuration of software (e.g. e-mail clients, MS Office), deploying workstations and mobile devices, maintaining computer hardware as well as troubleshooting issues related to computers and peripheral devices. Initial training and introduction to Center IT policies will be provided. Depending on interest and abilities, duties can be extended to include Web development and IT related work on Center research projects. Salary is based on existing experience and job performance.

Accommodations for student schedules (midterms, exams, breaks etc.) will be made.

Qualifications:

Willingness to follow detailed oral and written directions to complete assigned tasks. Ability to work on assignments independently with minimal supervision after initial training and to report on the outcome. Organizational skills to prioritize and complete multiple tasks. Working knowledge of PC or Macintosh hardware and software required. Competency in setting up and working with e-mail clients (Outlook, Entourage, Apple Mail, and Eudora) and Microsoft Office Suite advantageous. Prior job experience in desktop support or programming a plus but not required. Must be able to work **at least 10 hours per week** on average. This position is open to students with and without work study award.

Availability: Immediately

Work hours: Flexible, minimum of 10 h/week

Location: North Campus, GSEIS Bldg.

Salary: \$12.25 - \$15.00 hourly, depending on experience

How to apply: Please submit your application to: masur@cresst.ucla.edu