Job #: 725359  
Department: SSH LIBRARY - GIS Asst.  
Title: Asst. IV  
Wage: $12.50 per/hr  
Hours: Up to 9 hours/week  
Openings: 1

How to apply: E-mail 1) your resume or 2) work history, and a brief introduction letter for consideration to Tracey Hughes at t2hughes@ucsd.edu. If no work history is available a brief introduction letter that includes your qualifications for the position will be accepted.  
1) Your resume, work history and/or introduction letter must address your level of GIS knowledge.  
2) Please address your work study status in your brief introduction letter.  
"If you have relatives employed at UCSD, you must include the name, relationship and department where employed in your resume and/or cover letter. This information is used only for the purpose of complying with the University's nepotism policy". 12/02

Qualifications:  
Special Conditions of Employment  
Work Study Students Strongly Preferred and Will Be Given Hiring Preference.

Preferred Knowledge:

**HARDWARE:** PC internals and Intel architecture. Including but not limited to knowledge of PC peripherals. Candidates must have the ability to follow established safety and security procedures.

**SOFTWARE:** ArcGIS, Google Earth. Knowledge of Windows OS, hardware drivers, Novell client. Ability to interpret technical manuals, identify problems and report as necessary.

**NETWORKING:** Basic Novell networking skills. Ability to identify network problems and report as necessary.

**INSTRUCTIONAL SUPPORT:** Excellent interpersonal skills to work closely with library patrons. Oversee lab operation during shift times; Ability to instruct students doing project work in basic GIS tasks.

**INTERPERSONAL/CUSTOMER SERVICE SKILL:** The ability to integrate good hardware, software, and interpersonal skills in order to provide excellence in public service in a team-based environment and to work independently on GIS-related projects. **Must pay UC reg. fees for each quarter working.**
**Job Description:**

Under supervision and independently:

- Perform computer-related tasks in the Research Services Department of the University Library.

- Provide technical assistance to patrons of the GIS Lab. Help with GIS applications, data access and map creation.

- Assist with user presentations; provide hardware/software support for presentations. Provide hardware support/software application support for users of the GIS Lab.

- Basic support in loading GIS-related CD-ROM products, data downloading, data evaluation using Excel, and GIS project support using ESRI and Google Earth products.