Student Employment Opportunities

The Computing Center has jobs available for student employees that are varied in duties and technical skill levels. If you feel you have the technical skills and experience to satisfy our needs as outlined below, or you feel you don't have the skills but are interested in working while learning the skills, you are highly encouraged to apply. To apply for a student position in the CSM Computing Center, send a resume with a short cover letter to:

Computing Center

Attn: CC Student Employment
Colorado School of Mines
Golden, CO 80401

or email your letter and resume to dgb@mines.edu with a subject line: CC Student Employment

or drop off your letter and resume at the Computing Center Front Desk

Be sure that you include your phone number and email address so that we can contact you.

Hiring for student positions takes place primarily at the beginning of each semester; but, applications are accepted at any time because vacancies in the Computing Center or requests for assistance from other departments may occur throughout the year. Expect response time to an application submitted after the beginning of the semester to be slower.
than during normal hiring periods. Applicants not selected for positions for any given semester are encouraged to resubmit their application for the following semester.

PC Assistant

Job Description
Requirements
Benefits
Assist with PC operations in the Computing Center and perhaps help in academic departments. Duties include support of 120 machines in an NT domain, installing software and hardware, troubleshooting problems, and assisting users. Other duties will involve special projects such as setting up PCs for special classes, evaluating software, setting up special hardware configurations and many other miscellaneous tasks. Experience using PC software is a must. Experience with PC hardware and networking is desirable. Must have the ability to work well with others and maintain a good attitude toward users. Opportunity to work in a real-time PC environment and use creativity in a teamwork setting to help enhance operations in the PC area. While doing a wide variety of tasks, the student will have an opportunity to learn and grow with experience. Up to 20 hours per week. Hours are flexible to fit the individual's academic schedule.

Student Consultant

Job Description
Requirements
Benefits
Provide professional first contact for our customers at the Front Desk and the consultants' desk, answer the telephone and handle in-person
contact with customers. Answer a variety of questions on DOS, MS Windows, Unix applications, MS Excel, MS Word, WordPerfect, Mathematica, email, ftp, WWW, etc. Answer programming questions (FORTRAN, C, etc.) Assist customers experiencing difficulty with their "computer experience," perform system backups on various computers, and perform other duties as assigned.
This is an extremely important position as it is the first contact many people have with the Computing Center. It requires excellent people and communication skills, patience and the desire to help others. Excellent opportunity to widen knowledge of all aspects of computing. May be a springboard to a more technical position. Flexible hours up to 20 hours per week. Normal staffing hours between 7:00 a.m. and midnight.

**Web Consultant I**

**Job Description**

**Requirements**

**Benefits**
Assist the primary Web development staff and consult with others around the campus on use and set of browsers and various Web pages. 1) Assist in administering the CSM Web space. 2) Consult with others on setting up Web pages. 3) Write CGI scripts (perl) and consult with others on doing so. 4) Install various Web tools and utilities and consult with others on their use. Comfortable with Unix and HTML, perl and c languages, good communications skills. Excellent opportunity to work with a wide variety of users around campus. Minimum 6 hours per week.

**Web Consultant II**

**Job Description**

**Requirements**

**Benefits**
Assist the primary Web development staff and update and maintain various Web spaces including the Computing Center space. 1) Assist in administering the CSM Web space and software. 2) Consult with others in setting up various Web pages. 3) Create and maintain Web pages. Comfortable with Unix and HTML, good writing and design skills. Excellent opportunity to work with a wide variety of users around campus. Minimum 6 hours per week.

Network/System Administrator

Job Description
Requirements
Benefits
Assist in campus networking and Unix system administration. Potential tasks are porting code to the central Unix computer systems, writing routines to do daily system administration tasks, assisting in campus networking, installing software, and maintaining Autocad drawings of the campus network.
C programming and the ability to write shell scripts are required. Knowledge of TCP/IP networking, perl and autocad are desirable. Working and learning in an academic computing environment. Flexible hours up to 20 hours per week.

Macintosh Network Assistant

Job Description
Requirements
Benefits
Installing Macintosh software (on server), maintaining software (checking out bug reports/problems), troubleshooting hardware, maintaining scratch disk and removing old files, maintaining local hard drives by removing miscellaneous files left by users and making sure that standard s/w packages are there and functional, finding/porting new packages including testing/analyzing their usefulness for CSM and
determining if s/w upgrades are appropriate, general consulting about Macs.
Experience with AppleShare network and common software packages, utilities, and TCP/IP.
Learning opportunities while interacting with staff and students. 2-3 hours per week, more on rare occasions.