



Student Job Description

(On-Campus)

Position Title: Office Assistant **Department:** Technology Services (IT)
Supervisor: Luke Fidge **Work Location:** Tech Services Dept, Main Bldg
Start Date: Sept 28, 2026 **Campus:** ☒ Walla Walla ☐ Clarkston **Hourly Wage:** \$17.13
Hours Per Week: 8-19 **Position Available During:** ☒ Fall ☒ Winter ☒ Spring ☐ Summer

Work Schedule (e.g. During business hours M-F. 8am-5pm)

Weekly hours variable depending on eligibility.
Work may be completed during business hours: Monday - Friday, 8AM - 5PM

Job Duties and Responsibilities

- Assist with basic troubleshooting of desktop computers, laptops, monitors, printers, and classroom technology.
- Log onto computers and run Windows updates, application updates, and other routine maintenance tasks as directed.
- Install approved software on college-owned computers under the direction of IT staff.
- Assist with imaging, re-imaging, and preparing lab computers for student and classroom use.
- Set up, move, and organize computer equipment, peripherals, and accessories.
- Sort, label, and organize computer parts, cables, adapters, and other IT supplies.
- Clean and sanitize computers, keyboards, mice, monitors, printers, and other shared equipment.
- Maintain a clean, tidy, and organized IT work area, storage space, and equipment staging area.
- Perform basic office cleaning tasks related to the IT workspace, such as wiping down surfaces, organizing -supplies, and removing clutter.
- Assist with inventory tracking by labeling equipment, recording asset information, or verifying device locations.
- Help prepare retired or surplus equipment for storage, recycling, or disposal according to department procedures.
- Deliver or pick up IT equipment from offices, classrooms, labs, or other campus locations.
- Follow instructions from IT staff and ask questions when clarification is needed.
- Provide courteous and professional assistance to faculty, staff, students, and other campus users.
- Document completed tasks or report issues to IT staff as needed.
- Follow college and IT department policies related to technology use, confidentiality, safety, and security.
- Perform other related duties as assigned by IT department staff

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Educational Benefits to Students (e.g. Teamwork, communication, leadership, etc.)

Overall, this role helps students build transferable skills, including time management, professionalism, and technical competency, preparing them for future careers in information technology or other customer service rolls.

Minimum Qualifications and/or Education Requirements (e.g. eligible for State or Federal work study, etc.)

- Current WWCC student enrolled in a minimum of six (6) credits
- Minimum of 2.0 GPA

Preferred Skills (e.g. Microsoft Excel, customer service, Outlook, etc.)

- Ability to follow directions and ask questions when needed
- Basic problem-solving and critical-thinking skills
- Attention to detail when completing tasks and handling equipment
- Professional behavior when interacting with students, faculty, and staff
- Dependability, punctuality, and consistent attendance
- Strong time management skills and ability to prioritize tasks
- Willingness to perform a variety of duties, including technical and general office tasks

Physical Requirements (e.g. sitting or standing for long periods, lifting up to 40lbs, etc.)

Physical ability to lift and move light to moderate equipment (e.g., computers, monitors)

Additional Comments

Walla Walla Community College does not discriminate on the basis of race, color, national origin, sex, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources/ Title IX Coordinator/ Section 504 Compliance Officer; 500 Tausick Way, Walla Walla, WA 99362; 509.527.4382; titleix@wwcc.edu.