

Texas State University-San Marcos
Department of Campus Recreation
Technical Support I

Supervisor: Department of Campus Recreation Assistant Director/Sport Clubs

The Technical Support I will assist the Assistant Director with the maintenance and programming for the office network and equipment including professional and student workstations. The Technical Support I will work less than 20 hours per week.

Qualifications:

- SWT Cumulative GPA 2.25
- Current enrollment of 6 credit hours
- Knowledge of PC computer hardware and Microsoft Office (Word, Excel, Access and PowerPoint)
- Preferred minimal Macintosh knowledge

The following is a list of responsibilities for the Technical Support I:

- Maintain the reservation system database of all recreational facilities for the Associate Director.
- Create and maintain department web pages.
- Develop and maintain budget databases for the business office.
- Assist all professionals with the development databases and other tools used to monitor program statistics.
- Maintain inventory within the office and divisional systems.
- Develop and conduct training programs for the graduate assistants.
- Installation of software, hardware and network configurations.
- Good oral and written communication skills when providing technical support to staff within department and the ability to work with technical and non-technical employees.
- Other tasks or responsibilities may be assigned as needed.