Job Title: Helpdesk Receptionist

Department: OIT Helpdesk

Position Type: Part Time

Work Hours: Monday - Saturday (18-20 hr/week)

Location: LDS Business College Campus

Job Summary: The Helpdesk Receptionist will be responsible for answering inbound calls, helping students, faculty and staff with user accounts, passwords, and other technology needs, checking and troubleshooting computers, printers, and other campus technology and all other tasks assigned by the Helpdesk Manager.

Minimum Qualifications: Registered at LDSBC, English Read/Write Competency

Required Skills: Customer-oriented, friendly, able to perform all functions, ability to prioritize work, exceptional customer service and effective communication skills in English Language

Preferred Qualifications: Prior experience in customer service and/or technology support a plus

Physical Demands: Physical duties include, but are not limited to, walking throughout campus, climbing stairs, lift and carry boxes weighing up to 50 lbs., and sit at a computer for an extended period

Application: Applicants may only apply by sending a cover letter and resume via email to OITJOBS@ldsbc.edu

Paper or handwritten applications will not be accepted.
Job Title: Helpdesk Lab Assistant

Department: OIT Helpdesk

Position Type: Part Time

Work Hours: Monday - Saturday (18-20 hr/week)

Location: LDS Business College Campus

Job Summary: The Lab Assistant will be responsible for computer lab activities at the LDS Business College. Assistants will direct lab activities and also maintain the computers and peripherals. They will also answer information about the college and provide assistance to students. They will also perform all other tasks assigned by the Helpdesk Manager.

Minimum Qualifications: Registered at LDSBC, English Read/Write Competency

Required Skills: Customer-oriented, friendly, able to perform all functions, ability to prioritize work, exceptional customer service and effective communication skills in English Language

Preferred Qualifications: Prior experience in customer service and/or technology support a plus

Physical Demands: Physical duties include, but are not limited to, walking throughout campus, climbing stairs, lift and carry boxes weighing up to 50 lbs., and sit at a computer for an extended period

Application: Applicants may only apply by sending a cover letter and resume via email to OITJOBS@ldsbc.edu. Paper or handwritten applications will not be accepted.