



**University of Houston-Downtown
Job Description**

Job Title: Computing Operations Specialist Assistant
FLSA Category: Non-Exempt
Grade: 47
Job Code: 4121

DUTIES

Job Summary: Installs, troubleshoots and repairs computers and associated peripherals. Maintains I.T. equipment inventory working with property management serving as property custodian.

Duties and Responsibilities:

- Responds to and coordinates computer moves and deliveries
- Manages equipment database inventory
- Responds to helps desk calls for repairs on computer and related peripheral equipment
- Maintains IT storage areas and donation equipment/salvage equipment processes
- Maintains the inventory of IT supplies such as laser printer paper and laser toner cartridges.

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: 1 year of college or technical school in related field
Associate's Degree preferred

Experience: Minimum of 6 months. 1 year preferred. Entry level position.

Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements. Position includes field but mostly desk type of work.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.