



## JOB ANNOUNCEMENT

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**Job Title:** Workstudy – Computer Support Assistant

**Department:** Administration

**Summary:** Under the supervision of the Director of Finance and Administration, the Computer Support Assistant is primarily responsible for providing technology support for the Pierce County AIDS Foundation by assisting in managing software and hardware needs, and by direct technical assistance with staff.

- Core Responsibilities:**
- Provide technology assistance to staff;
  - Maintain staff workstations and peripherals, including applying and updating virus detection software, browsers, and other applications;
  - Installing and maintaining peripherals such as workstation and network printers;
  - Maintain awareness of technology trends and current events in information technology (e.g., security alerts);
  - Troubleshoot software and hardware problems on staff and general use technology equipment;
  - Perform equipment repairs as necessary;
  - Assist in moving and setting up workstations and peripherals, including network support;
  - Perform other duties as assigned.

**Qualifications:**

Required

- Must be comfortable working with people of diverse backgrounds, sexual orientations, HIV status, and socioeconomic status;
- Ability to work on numerous projects concurrently;
- Ability to work well under pressure and independently;
- Detail-oriented with a high level of accuracy;
- Ability to develop and maintain effective, collaborative working relationships with volunteers, clients, and staff;
- Possess an understanding of professional boundaries;
- Ability to respond quickly to change;
- Ability to work independently;
- Either pursuing coursework/training in computer support, or have an interest in;
- General knowledge of software, hardware, databases, and networking technologies;
- Ability to make independent decisions.

Desired

- Ability to lift up to 50-lbs. and walk up one flight of stairs;
- Knowledge in equipment repair;
- Experience in network and database administration;

- Experience in providing assistance to computer users with technical and procedural information;
- Reliable mode of transportation.

**Learning Objectives:**

The goal of PCAF's Community Service Work-Study Program is to provide students with a meaningful service and learning experience relevant to their interests while supporting and enhancing the agency's mission to: prevent HIV infection, assist persons affected by HIV/AIDS, address related health problems, and combat associated stigma and discrimination.

This position will afford the workstudy student an opportunity to develop skills in areas such as: computer support, software and hardware administration, equipment repair, and project development with regard to technology assessments.

**Salary:**

\$9.00 per hour; 10 to 19 hours per week during school, and up to 40 hours per week during the summer months.

**Other Information:**

Pierce County AIDS Foundation (PCAF) is committed to increasing the diversity of its staff and to strengthening sensitivity throughout the organization. PCAF is an equal opportunity employer and service provider and does not discriminate on the basis of ethnic origin, color, gender, marital status, sexual orientation, political affiliation, age, creed, religion, veteran status, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status.

Additionally, candidates for employment at Pierce County AIDS Foundation should be aware that this is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions and the occasional related graphic representations may choose not to work at Pierce County AIDS Foundation.

**Application Process:**

Send a cover letter, resume and completed application to:

Margie Abels  
Pierce County AIDS Foundation  
625 Commerce, Suite 10  
Tacoma, WA 98402

[margieabels@piercecountyAIDS.org](mailto:margieabels@piercecountyAIDS.org)

TEL—(253) 383-2565

FAX—(253) 597-6682

**Closing Date:**

Open until filled.