Binghamton University  
Office of Research Advancement

** Must be able to work during winter break **

The Office of Research Advancement is looking for self-motivated, energetic undergraduate and graduate students to serve as project assistants. The ideal candidates will be able to troubleshoot hardware and software problems and have a familiarity with networking and Web programming. Student assistants will work 10-20 hours per week. Student assistants must be able to interact with clients in the Division of Research in a professional manner. Courtesy, timeliness and creativity are keys to success in the position. Incumbents must be full-time SUNY students graduating in May 2019 or later. Salary commensurate with experience combined with education level. The office is in the Biotechnology Building at the ITC. [https://www.binghamton.edu/research/directions.html](https://www.binghamton.edu/research/directions.html)

Please have a graduation date of at least May 2019.

Title:
Master’s level – Research Project Assistant
Undergraduate level – Research Aide

Responsibilities, with supervision from professional staff:
• Offer day-to-day support of end-user systems and applications.
• Troubleshooting and resolving end-user hardware and software issues.
• Microsoft Office, third-party and custom software applications support.
• Configure, deploy and support desktop, laptop, and associated software.
• First level network troubleshooting.
• Process help-desk requests through ticketing system in a timely manner.
• Assist with production of electronic communications.
• Complete other tasks as assigned.

Position Requirements:
• Knowledge of Microsoft Windows 7, 10 operating system. Knowledge of Mac OS a plus.
• Knowledge of HTML, PHP, MySQL - PHP is a must.
• Knowledge of Microsoft Office 2010-2016.
• People and team skills.
• Organizational and time-management skills.
• Problem-solving and research capabilities.
• Documentation skills.
• Willingness to participate in trade shows and events promoting the Division of Research.
• Eagerness to discover creative solutions to technical challenges.
• Familiarity with Adobe CS Software (Dreamweaver, Photoshop) a plus.

Apply via e-mail to olevi+resume112017@binghamton.edu
Include a cover letter in e-mail body and an attached resume (PDF version will be much appreciated). Applicants should have a graduation date of May 2019 or later.