

Job Title: Computer Resource Center Attendant

Location: Blackfeet Housing CRC

Department: IT

Reports To: IT Administrator

Employment Type: Temporary Fulltime Summer Job

Wage: \$16.00 per hour

Closes: 05/27/26, 4:00pm

Job Summary:

The BH-CRC (Blackfeet Housing Computer Resource Center) attendant supports the daily operations of the computer lab by assisting users with technology related needs, maintaining equipment, and providing other support to community users. This role combines front line tech support with computer literacy and educational training.

Key Responsibilities:

- Monitor and maintain the computer lab environment to ensure a safe, clean, and orderly workspace.
- Assist users with computer hardware, software, printing, and networking issues.
- Provide one-on-one support for users with tasks like homework, job search, resume building, formatting documents, email, and other issues as needed.
- Enforce computer center policies and procedures.
- Report hardware and software issues promptly to the BH IT Department.
- Maintain logs of users and inventory as required.
- Promptly report any safety concerns or issues to the BH Security Department.
- Assist with setup, maintenance, and updates of computer software and peripherals under staff supervision.
- Promote digital literacy programs and provide positive, patient, and inclusive customer service to all users.

Qualifications:

- High School diploma or equivalent required.
- Knowledge of computer systems or experience in Information Technologies preferred
- Proficiency with Microsoft Office, Google Workspace, or other software's preferred.
- Strong interpersonal communication skills, ability to explain and teach technical concepts preferred.
- Experience in tutoring, mentoring, or customer service
- Ability to multitask and prioritize tasks and duties in a busy environment.

Work Environment:

Work typically occurs in a computer lab or learning center setting. Moderate lifting (up to 25lbs) may be required for moving furniture or equipment. Occasional evening or weekend hours may apply depending on need.