University of the West Indies

Faculty of Social Sciences

Computer Laboratories

@ DOMS and McIntyre Buildings

JOB OPPORTUNITY

You are needed
for Academic Year 2011-2012 …
You will be trained for employment.

Interested persons must be able to work at least 10 hours per week and know they will be registered at UWI Mona in Academic Year 2011-2012.

Personal Characteristics

Individuals must be:

Cordial, respectful, honest, responsible, and punctual.
Able to provide excellent customer service.
Inquisitive with a zest to learn.
Able to work in a team environment.
Organized and have good communication skills (oral and written).
Able to multitask, focus and appropriately prioritize tasks.

Desirable Knowledge Base/Qualifications

Individuals should have a **keen interest in ICT**; being able to use and troubleshoot:

Operating System:	Windows.
Software:	MS Office, MS Publisher, …
Hardware:	Server, desktops, laptops, projectors, scanners, and printers.
UWI GPA:	2.3 or above.

Selection Process

Applicants must complete a **pre-training exam** on **Thursday April 14, 2011 (2pm-5pm).**
Selected applicants must attend the **training period** **May 16 to 20, 2011 (9am-5pm).**
A **post-training exam** will be on **Friday May 20, 2011.**
Final selection based on overall performance.

Interested Persons

Apply by *Friday March 25, 2011 (8:00pm)* to:
"FSS COMPUTER LAB EMPLOYMENT"
c/o Computer Lab Manager @ DOMS/LAB6/POPLAB, UWI, Mona.

You are to submit:

1) A cover letter
2) A resume that includes email address, UWI ID number, expected graduation date, registered faculty, permanent and semester addresses, contact numbers, & work and other related experience
3) An official copy of your UWI examination results
4) A passport size photograph