IT & Web Systems Specialist

Position Overview
The IT & Web Systems Specialist supports and improves the lab's digital infrastructure, including the I2P website, booking system, internal databases, and lab computer maintenance. This position offers a chance to lead behind-the-scenes tech initiatives and ensure smooth digital operations that support the lab's growth and accessibility.

Key Responsibilities

• **Website Management & System Development (40%)**

- Develop, customize, and integrate a booking system through the I2P Wix website
- Maintain and update website content and digital request forms
- Build and improve internal workflow automations for forms, tracking, and communication

• **Lab Hardware & Software Maintenance (25%)**

- Perform updates and routine maintenance on lab computers and software
- Coordinate with Engineering Technology Services for additional tech support

• **User Assistance & Technical Support (20%)**

- Troubleshoot IT-related issues for staff and lab users
- Provide support for technical workflows and digital system use

• **Lab Maintenance & Upkeep (10%)**

- Help maintain an organized and clean tech environment
- Support organization of cables, computer stations, and shared tech spaces

• **Event Support & Community Engagement (5%)**

- Provide tech setup and support for workshops and outreach events
- Assist with presentations or displays as needed

Preferred Qualifications

- Must be a CSU student with a valid work-study award
  - Applications open May 1st at 9:00 AM on RAMweb if you do not yet have an award
- Familiarity with Wix, APIs, Google Workspace, or other web tools
- Interest in or experience with programming (JavaScript, Python, SQL, etc.)
- Experience with databases such as Google Sheets, Airtable, or MySQL
- Strong technical troubleshooting skills
- Ability to work independently and communicate effectively
- Bonus: Familiarity with 3D printing software (Cura, PrusaSlicer, Bambu Studio)

Desired Start Date: August 18