UCR School of Medicine is looking for a staff employee to temporarily assist with documenting technology assets and systems/ date (P- and A- levels) and assist with creating and updating various technical diagrams.

Position: Administrative Assistant

Job Summary:

- Basic understanding of IT infrastructure
- Writing ability
- Able to use a drawing platform such as Visio
- Critical thinking/analytical skills
- Capacity to interview someone from the technical team

Hours: Approximately 20 + hours per week

Remote Work: Yes