LSU Public Policy Research Lab Graduate Assistant  
PPRL Graduate Assistant Summary of Duties – Fall 2019

- Workstation software and hardware troubleshooting involving Windows, WinCati (Survey Software), ITS-Hosted Servers, and other office devices including printers and scanners.

- Maintain of Active Directory User Group Members and Computers, clean images of lab computers, backup solutions, and phone systems.

- Train Data Entry personnel on mail survey scanning software, and offer general computer assistance to users in the office.

- Gather feedback from Supervisors and Staff about potential improvements to the workplace.

- Assist in telephone/mail/online survey coding, testing, and troubleshooting.

- In general, ensure all office systems and software are operational.

20 Hours/week

Contact: Christine Graham at cdgraham@lsu.edu