

# Student Employment Job Description

**JOB TITLE:** Computer Lab Assistant (to start Fall 2011)

**TODAY'S DATE:** April 8, 2011

**DEPARTMENT:** Information Technology Services/TSC

**REPORTS TO:** Rick Burke, TSC Manager

**REQUIREMENTS:**

- **Education/Training:** Completed 1 year of college education.
- **Experience/Background/Knowledge:** Experience with PC and/or Macintosh systems, Microsoft Office Applications, and University applications.
- **Skills:** A desire to help students, faculty, and staff with technical problems in the lab. Dependability in following schedules and procedures.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:**
- **Special Requirements:** A desire to learn new technology and applications.

**DUTIES** (include but not limited to):

- Provide assistance to lab users including students, faculty, and staff
- Provide security for the equipment and patrons of the labs
- Enforce the computing policies of the University
- Replace printer paper and toner cartridges as needed
- Straighten up the lab before closing at night so it is ready for the next day
- Other duties as required

**NORMAL WORKING HOURS and DAYS:**

Computer Labs are staffed during the evening hours, Monday thru Friday. Lab Assistants are required to work at least one Saturday afternoon a month.

**WHAT ARE THE BEST PERKS FOR A STUDENT WORKING IN THIS POSITION OR DEPARTMENT?**

**WHAT WILL THE STUDENT GAIN FROM HIS/HER EXPERIENCE IN THIS POSITION THAT WILL BE USEFUL IN THE FUTURE?** Technology and application skills.

**OTHER INFO REGARDING THE JOB OR THE DEPARTMENT THAT YOU WOULD LIKE TO HAVE HIGHLIGHTED IN THE JOB ADVERTISEMENT:**

*Return completed form to Human Resources*