



**Position Title:** Part-Time Visual Resource Center Lab Assistant  
**Reports To:** Director, Visual Resource Center  
**Department:** Visual Resource Center  
**Prepared By/Date:** Jennifer Brito/06-15-2010  
**Approved By/Date:** John Atkins/11-28-2011  
**Revised:** Donna French/11-28-2011

**Job Code:** 8300  
**Job Group:** Class-R  
**Salary Grade:** C1  
**FLSA Status:** Non-Exempt

**Summary:**

The Part-Time Visual Resource Center Lab Assistant is responsible for the operations of the lab functionalities.

**Essential Duties and Responsibilities:**

- Assists the Director in lab setting with maintenance of the art resources and the digital images collection
- Provides technical support to art students and art faculty using computers
- Maintains records on students and faculty visits to the Resource Center
- Provides support faculty and students on any other services provided by the Visual Resource Center
- Enforces all MDC policies and reports any malfunctions, discrepancies or other problems related to use of equipment in the labs to staff and supervisor
- Ensures that students and faculty use equipment according to prescribed guidelines
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Possess computer skills and knowledge of Apple computers
- Familiarity with art as a discipline
- Possess good communication skills
- Ability to interact well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or GED equivalent from a regionally accredited institution

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name