



Position Title: Part-Time Mac Lab Monitor

Job Code: 8308

Grade: CT

Reports To: Director of Information Technology and Network Services

FLSA: Non-Exempt

Job Description:

The Part-Time Mac Lab Monitor is responsible for monitoring the lab during lab hours and making sure all hardware and software is operational.

Duties & Responsibilities:

- Assists students and faculty with the use of any lab equipment and maintaining clean environment
- Performs maintenance of all software in the Graphic Design and Electronic Intermedia computer labs
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Two (2) years of experience in using and/or operating computer equipment and software or equivalent combination of experience, education, or certification.
- Expertise and knowledge in the following computer software programs and their application: Photoshop, Illustrator, Quark Express, Image Ready, Flash, Dreamweaver, Fireworks, Director, Adobe Premiere, Final Cut Pro, Authoring Studio and Sound Edit

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name