



Position Title: Part-Time Computer Lab Assistant

Job Code: 8378

Reports To: Associate Instructor/Lab Manager

Grade: W4

FLSA: Non-Exempt

Job Description:

The Part-Time Computer Lab Assistant supports the English and Communications Department in the daily operations.

Duties & Responsibilities:

- Opens the lab and monitors lab activities
- Troubleshoots hardware/software issues
- Enforces lab policy and procedures
- Assists faculty in the use of the electronic classroom facility
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One (1) year of College (30 Credits) from a regionally accredited institution and one (1) year of experience or any combination of education and experience
- Proficiency in Microsoft Office (Excel, Access, Word, and Power Point)
- Basic troubleshooting skills
- Must be self-motivated and able to work independently
- Ability to interact effectively with faculty and students
- Strong organizational skills
- Excellent written and verbal skills

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name