

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Computer Lab

NAME OF WORK-STUDY SUPERVISOR: Ray Tennant

WAGE RATE: \$7.50 per hour

LENGTH OF EMPLOYMENT: 2008-2009 academic year (August 27, 2008 - May 6, 2009)

PURPOSE OF JOB: To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

1. Administer the Computer Lab: enforce the rules, register the users, maintain the equipment, and secure the room.
2. Provide help: answer questions, give suggestions, and provide equipment orientation, especially to novice users.
3. Handle sales and retrieve documents from the printers.
4. Report all significant matters to the Lab Coordinator (Supervisor).

OVERALL JOB QUALIFICATIONS:

1. Level of expertise in using Computer Lab equipment and software must be sufficient to operate the equipment properly and to answer user questions correctly.
2. Must have a pleasant and helpful personality.
3. Must be trustworthy, punctual, and reliable.