

**COLLEGE WORK-STUDY  
JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Computer Lab

**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. Manage printing requests.
2. Maintain cash drawer.
3. Software assistance.
4. Maintain ambiance of lab.

**OVERALL JOB QUALIFICATIONS:**

1. General experience with personal computers.
2. Must have a pleasant and helpful personality.
3. Must be trustworthy, punctual, and reliable.
4. Excellent customer service.
5. Ability to work under minimal supervision.