

<b>Job title:</b>	<i>Computer Lab Assistant</i>
<b>Classification of Position:</b>	<i>Federal Work Study, part-time, temporary</i>
<b>Reports to:</b>	<i>Distance Learning Coordinator and/or Learning Management System Administrator</i>
<b>Employment Dates:</b>	<i>Fall 2022/Spring 2023</i>
<b>Pay Rate:</b>	<i>\$10.00 per hour</i>

### Job purpose

- The Computer Lab is available to all curriculum students and provides an area where students are allowed to study and use computers and print services while on campus. The purpose of the Computer Lab Assistant is to provide support to staff in order to ensure that the computer lab is open and available to students during normal hours of operation in order to maximize lab benefits to students.

### Duties and responsibilities

- Ensure that students have consistent access to computers and that basic care and order is maintained in the lab at all times.
- Greet visitors as they enter the lab in friendly and welcoming manner.
- Assist visitors as requested/needed (accessing Ramsmail, RamsOnline, Aviso etc.)
- Answer questions and provide resources to students such as library hours, Upswing tutoring information etc.
- Answer phones and forward calls as necessary.
- Restock work areas with supplies as needed.
- Run errands such as making copies, picking up copies, etc.
- Assist in maintaining regular schedule when the lab will be open and available for use by students and other stakeholders.
- Ensure that no trash or debris is brought into or left in the lab by users and that the work areas are cleaned and disinfected daily.
- Make sure that all printers and computers are operational at all times, or notifying the supervisor if they are not.
- Other duties as assigned by Supervisor.

### Qualifications

- Student must be eligible for the Federal Work Study program as determined through the Free Application for Federal Student Aid (or FAFSA).
- Student must be enrolled in at least half-time (6 credit hours) during the semester of employment.
- Student must maintain satisfactory academic progress (SAP) which is at minimum a 67% completion rate and 2.0 grade point average (GPA)

### Working conditions

The Computer Lab is located in the Library and is open daily between the hours of 8am-7pm(M-Th) and 8am-3pm on Fridays. Work hours will be within this time period.

### Physical requirements

Federal Work Study student may be required to sit or stand for brief to extended periods of time.

### Evaluation Procedures and Schedule

Federal Work Study student should be evaluated by their Supervisor prior to the end of each semester of employment.

\_\_\_\_\_  
Federal Work Study Student Name

\_\_\_\_\_  
Federal Work Study Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	