LIBRARY STUDENT JOB DESCRIPTION

JOB TITLE: Computer Lab Assistant

JOB SUMMARY: Provides support to library technical operations.

REPORT TO: Computer Lab Supervisor

SCHEDULE: Varies: approximately 10-20 hours a per week, between 7:30am – 10:00 pm

DUTIES:

1. Monitor computer lab to ensure proper operation of equipment.
2. Assist students with the use of Microsoft Office Suite.
3. Assist with maintain effective operation of the lab equipment such as computer, printer, scanner and copy machine.
4. Make sure all printers and copy machine have proper supplies to operate properly.

QUALIFICATIONS:

1. Dependable
2. Have working knowledge of Microsoft Office Suite, Blackboard, Live Text, computers, printers, scanners, copy machine, and fax machine
3. Good communication skills
4. Excellent customer service skills