

Lab Monitor

Provide on-site support to authorized users of the computer lab. The Lab Monitor must be familiar with the computing and printing equipment in the open Lab. Ability to work independently and be a self-starter. Graphic design students preferred.

Job Responsibilities:

Monitor computer users to ensure that they are authorized for access.

Be up-to-date on software used in the lab.

Assist users at point of contact by resolving basic computer software questions and refer users to other information and sources.

Maintain printer, check printer and lab supplies, report when more supplies are needed.

Document and report any software or computer issues in the lab.

Maintain a clean and neat lab space and complete an end of shift checklist.

Other duties as assigned.