

**CORNELL COLLEGE
JOB DESCRIPTION**

JOB TITLE: Lab Assistant

DEPARTMENT: Information Technology

LOCATION: Law Hall

WAGE: \$7.25

REPORTS TO: Assistant Director for Instructional Technology

LENGTH OF EMPLOYMENT: Academic Year

POSITION SUMMARY:

This position will be responsible for working in the computer labs making sure it is orderly and working properly.

PRINCIPAL DUTIES AND RESPONSIBILITIES - (Essential functions of the position)

1. Make sure all computers boot up properly at beginning of each shift.
2. Make sure paper amount is sufficient for shift.
3. Report any problems, hardware and software, to Information Technology.
4. Be familiar with programs that are present in the lab worked in especially the Microsoft Office Suite.

WORK RELATIONSHIPS:

Reports directly to the Assistant Director for Instructional Technology. Daily contact with students, College staff and faculty.

SKILLS, KNOWLEDGE AND ABILITIES:

Written communication, verbal and electronic communication, presentation, organization and problem solving skills. Knowledge of institutional standard computer software and hardware. Ability to manage own time, meet deadlines, set priorities, work independently and work as part of a team. Knowledge of PC networks/server/client environments. Microcomputer repair experience and knowledge of web-based publishing. Ability to troubleshoot network connection and operating systems.

WORKING CONDITIONS:

Work is primarily performed at a PC while seated in an office environment and while standing in a computer lab environment.

Employees may be required to perform other job-related duties as assigned. All requirements are subject to change over time, with possible modifications made to reasonably accommodate individuals with a disability.