

**CORNELL COLLEGE
JOB DESCRIPTION**

JOB TITLE: Lab Supervisor

DEPARTMENT: Information Technology

LOCATION: Law Hall

WAGE: \$8.00/Hour

REPORTS TO: Assistant Director for Instructional Technology

LENGTH OF EMPLOYMENT: Academic year

POSITION SUMMARY:

This position will be responsible for maintaining lab schedules and supervising labs.

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

1. Train, schedule, supervise, and evaluate student employees who will work for Information Technology as lab assistants.

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.

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.