

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
**Number of Student Workers Employed**  
**Job Wage Rate or Range**  
**Position Summary**

Research and Laboratory Assistant  
Computer Science  
Law Hall  
Leon Tabak  
2  
5.15  
research in library or on the Internet,  
work in the computing laboratory

**Principal Duties  
and Responsibilities**

compose reports and correspondence,  
publicize events, edit Web pages,  
opportunity to learn how to use a  
variety of software tools, interested  
students may help select, install,  
configure, and test software in the  
laboratory

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

**Additional Job Qualifications**

interest and a willingness to learn

**Expectations**

ability to work independently, regular

communication with the department's  
faculty

**Working Conditions**

**Other**

No previous knowledge of computer  
science or experience with programming is  
necessary.