Job Title
Research and Laboratory Assistant
Office/Department
Computer Science
Location (Building)
Law Hall
Supervisor
Leon Tabak
Number of Student Workers Employed
2
Job Wage Rate or Range
5.15
Position Summary
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 ☐ Filing
☐ Phone Coverage ☐ Photocopying
☐ Data Entry ☐ Cataloging
☐ Research Assistant ☐ Operate Switchboard
☐ Tutoring ☐ Scheduling
☐ Athletic Training ☐ Telemarketing
☐ Maintenance ☐ Scheduling
☐ Receptions/Registrations ☐ Supervisory Responsibilities
☐ Customer Service/Public Relations ☐ Microsoft Word
☐ Microsoft Excel ☐ Microsoft Access
☐ Microsoft PowerPoint ☐ Installing Hardware
☐ Dreamweaver ☐ Internet Searches
☐ Troubleshooting PCs ☐ Graphic Arts
☐ Sports Information ☐ Sports Statistician
☐ Audiovisual Skills ☐ Shelving Books
☐ Library Circulation Desk ☐ Interlibrary Loan
☐ Photography ☐ Food Preparation
☐ Maintain Inventory ☐ Cash Register Skills
☐ Heavy Lifting Required

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.