

Job Description for Lab Assistant:

Position Summary: The Computer Lab Assistant will work directly with students in an instructional setting providing assistance in the maintenance of material, equipment, & records. Provide additional opportunities for the students as directed by the faculty.

1. Managing / coordinating computer lab schedule for optimum use.
2. Ensuring computers are functional and ready to use by student and faculties.
3. Assist in teaching students responsible for online usage and safety
4. Assists teachers and students while using the lab
5. Oversee and supervise students during the time they are in the computer lab
6. Assists staff in the use of peripherals in the computer lab, such as printers etc.
7. Perform a variety of clerical duties such as filing etc.,
8. Keep staff informed of any changes to the lab, new software, and feature
9. Keep lab clean & orderly
10. Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the department during peak periods or when there is an overload of duties or fill in when an individual is away from the workstation.