

**2018-2019
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: ITS Open Computer Lab

Campus: Newtown (CB-223)

Position Title: Open Lab Assistant

Supervisor Information:

Name: Jacob Allen

Campus: Leestown

Building: Building A

Room: 112

Phone: in person or e-mail (jacob.allen@kctcs.edu)

Brief Job Description: Answering basic computer questions, aiding students in setting up accounts & resetting passwords, counting students in the lab, directing students to specific computer programs, adding paper to printers, delivering paper to classrooms, minor cleaning, etc.

Some training will be provided.

Preferred qualifications: Knowledge of e-mail, BCTC & KCTCS web sites, basic Internet search and basic familiarity with Microsoft Word. (Greater knowledge of MS Office is a plus, but not required). Dependable, courteous.

Number of positions: 6 – 10 (10-20 hours per week)



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