

Summer 2019 FEDERAL WORK-STUDY JOB DESCRIPTION

Department: ITS Open Computer Lab

Campus: Cooper

Position Title: Lab Assistant

Supervisor Information:

Name: Gina Perez

Campus: Cooper

Building: Moloney

Room: 112

Phone: Please, in person or e-mail (gina.perez@kctcs.edu) **ONLY.**

Brief Job Description:

Student needs to be able to answer basic computer and smartphone related questions. Student will aid other students with setting up accounts and resetting passwords. Student will count computer usage in the lab and it is expected to direct students to specific computer specialty software, as well as replenishing supplies for the printer. Student will also help with desk and monitor cleaning, etc.

Some training will be provided.

Preferred qualifications:

Student must be dependable, courteous, punctual and respectful. Knowledge of e-mail, smartphones, and BCTC / KCTCS web sites is required. Basic familiarity with storage devices such as USB or Cloud storage is required. Basic Internet search and basic familiarity with Microsoft Word (Greater knowledge of MS Office is a plus, but not required).

Number of positions: 5 (10-20 hours per week)



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