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Financial Aid Office
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**Federal Work Study
Job Description Form**

Job Title: Computer Lab Monitor
Department or Organization: IT Services
Address (Off campus only):

Desired No. of Hires: 12

Supervisor: Scott Conrad
Office: Frost 109A
Phone: 413-552-2258
Email: sconrad@hcc.edu

Designee:
Office:
Phone:
Email:

General Job Description:

Monitor computer usage and users, and make sure users are authorized for access. Help students by answering their questions to the best of your ability and maintain the computer lab. Labs: DON 142, DON 144, FPA 309 (Mac lab)

Detailed List of Duties:

Being prompt and responsible and maintaining a professional presence is essential. Keeping lab tidy, placing items left in the Lost and Found area, and trash in the receptacles. Report problems to your supervisor.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Being helpful and attentive to students' needs, as well as open and inviting to questions.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Basic knowledge of HCC's resources, including email, Moodle and Online Services, to guide others through logging in and basic navigation.

Skills and/or previous experience desired:

Familiarity with hardware and software. Must be able to learn very quickly and independently.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): M-F 8:00 AM – 6:30 PM; Sat 8:00 AM – 4:00 PM (Spring and Fall or as needed)

How to Apply: Contact supervisor listed above.

Completed and Submitted By:

Scott Conrad
Print Name of Supervisor

Director of IT Services
Title

9/18/2018
Date