

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**  
**Student Worker Job Description Form**

**Department: Computer Center**

**Job Title: Computer Lab Assistant**

**Supervisor: Laurie Jassen & Greg Waschak**

**General Purpose and Description:**

**This position requires candidates to maintain a secure and orderly environment in the Computer Center labs. Duties include answering the Help Desk phone, entering service requests into a computerized database, assisting students with accessing computer resources, and monitoring printing usage. Candidates are also required to occasionally assist faculty and staff in the usage of computers and computer software and peripherals. Routine cleaning duties of computer lab equipment and rooms must also be performed regularly.**

**Skills Required:**

**Basic phone skills, basic understanding of computers and computer terminology, ability to work with and assist others.**

**Previous computer and customer service experience required.**

**Weekly hours needed: \_\_\_\_\_ Summer    50 Fall    50 Spring**

**Supervisor's Certification: I certify that the job description above is a true indication of the actual tasks associated with this job. I certify that this job does not displace regular workers of the College. I agree to interview, hire, orient, train, and evaluate any acceptable candidates referred to me. I will monitor the earnings of any students holding this job to ensure effective use of funds and prevent over expenditures of funds allotted to individual students. I agree to notify the Financial Aid Office immediately if students hired for this position stop working or reduce their work schedule. I will maintain adequate records that are subject to audit by representatives of Federal or State agencies.**

**Job Description Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_**