# **Computer Lab Monitor**

# College of Agricultural Sciences & Natural Resources

## Part-Time Position: (Up to 20 hours/week)

Lab Monitor for the Student Technology Fee Computing Labs in CASNR. Located in Agricultural Hall and Animal Science, but may need to provide help in other buildings as well. The Lab Monitor will provide technical support to students and staff using the labs. Will work with the DASNR Information Technology group to provide ongoing maintenance and support of the labs; hardware and software. Office hours are Monday – Friday, 8am-5pm during Fall and Spring semester, with some Summer help preferred but not mandatory. Will work around class schedules to assign a consistent work schedule.

## Responsibilities

* Maintain paper supply and replace toner cartridges for labs
* Check computers and phones in each lab once a week
* Troubleshoot computer-related hardware and software problems
* Communicate with members of the Information Technology group
* Basic knowledge of Microsoft Windows, Microsoft Office and Mac OS preferred
* Maintain basic housekeeping needs when necessary.
* Provide technical assistance to personnel associated with the DASNR Administration and administrative support units.
* Good communication skills
* Positive attitude
* Willing to learn about computers, hardware and software
* May need to lift up to 30 pounds
* Ability to work as a team with other Lab Monitors
* Ability to work on tasks unsupervised
* Must be dependable and able to show up to work on time
* Additional duties as assigned

Please contact Mike Rasmussen at mike.rasmussen@okstate.edu or (405)744-1495.

Please provide a resume and current semester class schedule.