FEDERAL WORK STUDY JOB ANNOUNCEMENT

Job Title: Engineering Lab Helper

Duties:

1. Oversee the open lab hours
2. Keep the lab, i.e. desktops wiped and all papers removed from the table tops
3. Make sure all the computers are on and functioning
4. Report all the broken equipment to the engineering department
5. Perform some grading/documentation
6. Perform some internet search
7. Use Microsoft office to produce some documents

Additional duties (not included in job description):
1. Time management skills required
2. Computer skills required
3. Perfect attendance is required

Number of positions: 2

Department: Engineering

Work Location (room # or area): A4-113/AB121

Desired number of hours per week: 20

Duration: ☑ Fall & Spring
☐ Fall Only
☐ Spring Only
☐ Fall & Spring
☐ Academic Year

Contact information to set up interviews

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