Job Title: 
Instructor Helper/Computer Lab Helper (Graphic Design)

Duties:
• Monitor an open computer lab for students who are enrolled in graphic design and multimedia classes.
• Make sure that students have a quiet place to work and practice their computer skills.
• Make sure that equipment is not lost or stolen.
• Turn on/off lights or equipment, clean whiteboard.
• Check equipment, keep track of inventory, and report faulty/damaged equipment to the instructor.
• Keep count of students through a sign-in sheet.
• Able to multi-task.
• Must be able to comfortably interact with a variety of people.
• Must be eligible for Federal Work Study.

**This is not a tutoring position: You will not be assisting students with their projects or homework.**

Additional duties (not included in job description):

Report disruptive students to supervisor.
Report students who are downloading, displaying, transmitting, or uploading unauthorized content.
Assist in making flyers.
Basic computer skills and good communication skills preferred.

Number of positions: 1-2

Department: ART

Work Location (room # or area): VPA 202

Desired number of hours per week: 8-16

Duration: [ ] Fall Only  [ ] Spring Only  [ ] Fall & Spring  [ ] Academic Year

Contact information to set up interviews

Name: Sylvia Min  Phone #:

Email: sylvia.min@evc.edu