Job Title: Laboratory Helper (Learning Resource Center)

Duties: Lab information, procedures, directing students, assisting with photocopying, printers and computer equipment. Basic maintenance on computer, clean monitor, keyboard and mouse.

Additional duties (not included in job description):
Must strong communication skills, experience with Windows, including Internet Explorer, Email, MS Word, Excel, and Power Point skills

Number of positions: 2

Department: Learning Resource Center Open Computer Lab

Work Location (room # or area): LE200

Desired number of hours per week: 12

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

Contact information to set up interviews

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