

**TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
JOB POSTING**

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE	<u>Computer Lab Assistant-Palestine</u>
DEPARTMENT	<u>Computer Science</u>
REQUESTOR - SUPERVISOR	<u>Martin Anderson</u>
OFFICE (Bldg & Room #)	<u>A-106</u>
OFFICE PHONE #	<u>903-729-0256 Ext. 241</u>
OFFICE CONTACT HOURS	<u>8-5:00</u>
# OF STUDENTS NEEDED	<u>4</u>
# OF HOURS PER WEEK	<u>19 hrs</u>

QUALIFICATIONS REQUIRED Must be familiar with computers to assist students in printing, Microsoft applications, email, and Web browsing.

DUTIES Load printer paper, assist students when required, clean computers and work area including Lab, complete updates on computers and other duties that may be required as part of the computer science dept.

PRE-SCREENING QUESTIONS What type of computers are you familiar with? What type of operating system? What type of office suites are you familiar with and the version? What type of email are you familiar with? Do you know how to format a disc drive?

OTHER PERTINENT INFO Are you outgoing and willing to assist others? Have you ever worked on a computer hardware and/or troubleshooted software issues? Do you know how to install software and run updates?
