

COMPUTER LAB COORDINATOR

GENERAL STATEMENT:

Serves as the person responsible for the overall operation of the micro-computer and mini-computer laboratories used by the computer science students.

REPORTS TO:

Division Chairperson and/or Associate Vice President of Workforce Education

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Working knowledge of computer programming languages, operating systems, and current software applications; Knowledge of computer hardware and software (installing, making back-ups, restoring, troubleshooting, etc.).

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Maintain the laboratories, equipment, and software. Perform routine maintenance and repairs on hardware, and refer other repairs to the appropriate hardware technician or repairman.
- Check out software, magazines, handouts, manuals, and other necessary information and materials and insure the return of these materials when necessary.
- Maintain an inventory material current as new information is received.
- Keep all reference materials current as new information is received.
- Install currently used software on all computers in a timely and efficient manner.
- Periodically examine software to insure accuracy and reliability and correct or reinstall software as necessary.
- Research pricing and initiate purchases of software, equipment, lab furniture and other items necessary to the operation of the lab.
- Secure all software against theft or illegal usage.
- Maintain all inventory of software, manuals, and equipment.
- Keep a log of all hardware on order, any malfunctions of hardware, and hardware being repaired (all with specific serial numbers); monitor the progress of hardware being repaired; work with hardware technical personnel or repairmen to get replacement hardware or repaired hardware on-line in the student lab in a timely and efficient manner.
- Recommend, train, schedule, and supervise student lab assistants.
- Schedule lab hours for general use and display a written schedule in appropriate locations.
- Keep labs in a clean, orderly manner.
- Post and enforce all lab policies.

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- Check, prepare and submit timesheets for lab assistant.
- Assist in maintaining a disturbance-free environment that is conducive to learning.
- Assist students as quickly as possible with learning process and with hardware and software problems.
- Assist faculty during class as needed and substitute for faculty as needed.
- Follow faculty's classroom instructions and policies.
- Make sure the lab is open and ready for the students and/or instructors' use at the beginning of all regularly scheduled class days.
- Participate in professional development to keep current with technology.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May be required to lift, push, or pull fifty (50) pounds.
- May be required to work after hours and weekends.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 01/08/10

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