

## **COMPUTER SCIENCE LAB ASSISTANT, PALESTINE CAMPUS**

### **GENERAL STATEMENT:**

Overall operation of the computer laboratories.

### **REPORTS TO:**

Provost, Palestine Campus

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree in computer science preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Working experience with computer programming languages, operating systems, and current software applications (Microsoft Office 2007, Windows XP, Microsoft Visual Studio, Vista).

#### **OTHER:**

Skills in maintenance of computer hardware and software (installing, making back-ups, restoring, and troubleshooting). Able to do major repairs on PCs. Good communication skills and ability to work with students, faculty and auxiliary personnel. Experience with Norton Ghost and/or Deep Freeze preferred.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for the overall operation of the microcomputer laboratories.
- Schedule and supervise computer lab monitors.
- Work with faculty concerning software and the use of the computers in their classes.
- Assist students in the lab.
- Install software and software updates.
- Purchase/maintain supplies and equipment for the Business/Computer Science Department.
- Conduct routine maintenance of software and equipment in all labs.
- Maintain a disturbance free environment that is conducive to learning.
- Maintain and update all PCs in all departments on campus as directed by supervisor.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- Must be able to lift and carry 40 pounds and carry 50 feet.
- Must be able to work a flexible schedule including late evenings and nights.
- Must be able to climb a ladder and work at ceiling heights.

**COMPUTER SCIENCE LAB ASSISTANT, PALESTINE CAMPUS**

*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*

*Approved: 02/08/95*

*Revised: 07/14/08*

JD143