COMPUTER LAB COORDINATOR

GENERAL STATEMENT:
>Serves as the person responsible for the operation of the micro-computer laboratories used by business and computer science students.

REPORTS TO:
>Division Chairperson and/or Associate Vice President of Workforce Education

OCCUPATIONAL GROUP:
>Paraprofessional

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:
>Courses in computer science, management information systems or computer related field preferred. Associate degree preferred.

LICENSE OR
CERTIFICATION:
>None

EXPERIENCE:
>Working knowledge of operating systems, and current software applications; some knowledge of computer hardware and software

OTHER:
>None

DUTIES AND RESPONSIBILITIES:

- Work with information technology (IT) department to ensure that all updates are installed and maintained.
- Refer software and hardware repairs to the IT department.
- Monitor use of all software against theft or illegal usage.
- Maintain all inventories of software, manuals, and equipment.
- Keep a log of all hardware, and report any malfunctions of hardware to IT services. Keep a log of hardware being repaired (all with specific serial numbers) and monitor the progress of hardware being repaired.
- Recommend, train, schedule, and supervise student lab assistants.
- Check, prepare and submit timesheets for lab assistants.
- Maintain lab attendance records.
- Notify the IT department on a timely manner about any equipment needing repair.
- Notify the Division Chair/Associate VP Workforce Education of any issues or problems that are being experienced in the computer lab.
- 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.
- Assist in maintaining a disturbance-free environment that is conducive to learning.
- Assist students as quickly as possible with learning process.
- Make sure the lab is open and ready for the students and/or instructors' use at the beginning of all regularly scheduled class days.
- Complete work order assignments for each lab as needed.
- Provide assistance to IT staff concerning hardware and software troubleshooting for lab computers.
- Maintain records of student use of the computer lab.
- Other duties as assigned by appropriate supervisory personnel.

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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: 06/23/2011   Revised: 9/13/2012

JD487