

Computer lab monitors for MB 136.

The position will be a category Student IT Assistant 1. Please see the description at <http://career.boisestate.edu/student-employment-classification-schedule/> and the pay rates at <http://career.boisestate.edu/compensation-structure-student-pay-grades/>

Computer Lab Monitors will provide support to Mathematics students within MB136, facilitating the use of computer software and hardware. They will also maintain a clean and quiet study area, and monitor activities within the lab. They are also in charge of ensuring efficient use of the network and printing services as well as providing front-line technical support to student users. Applicants should be familiar with the Mac OSX operating system and experience with Matlab, Maple and Microsoft Office is desired.

Responsibilities

- Keep the lab clean, organized, and quiet.
- Help students with basic computer-type questions regarding applications such as Microsoft Office, Maple, and Matlab and provide general help with computer operations(printing, saving, and retrieving documents)
- Assist with problems related to computer hardware and report problems to the Systems Administrator
- Check for rules violations.
- Show up on time for shifts and be available in MB136 for the duration of shift.
- Maintain an in-lab log of arrival and departure of lab monitors.

To apply for the position, please send:

- a resume which also addresses skills related to the position description and prior experience with lab monitoring
- a schedule of current classes, and
- a schedule of available times to work in the lab

to mscheepe@boisestate.edu.

Applications will be evaluated until the needed lab coverage has been met.