

## On-Campus Job Description



**To apply:** Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Work study eligibility preferred, but not mandatory. Email [aolson@wvc.edu](mailto:aolson@wvc.edu) to check your eligibility.

<b>Job Title Code:</b>	Computer Lab Assistant I
<b>Department/ Location</b>	Library Computer Lab/ WTI 2205 Computer Lab
<b>Rate of pay</b>	\$12.00 per hour/ Jan. 1, 2020- \$13.50
<b>Supervisor</b>	Joseph Andreason
<b>Duties and Responsibilities</b>	Entry level position requiring a H.S. diploma or equivalent. Little or no experience required. Must have taken college-level computer courses. Practical experience may substitute for college-level courses. Duties may include: monitor room, monitor auto-tracking equipment, open and close lab, and ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software problems and questions.
<b>Minimum Qualifications</b>	Must have taken college-level computer courses. Practical experience may substitute for college-level courses. Computer and technology savvy.
<b>Educational Benefit</b>	Will gain experience trouble-shooting and problem solving. Will learn computer skills and WVC policies and procedures. Opportunity to enhance interpersonal skills in a pleasant work environment.  This position is a good match for students pursuing career pathways in computer sciences, education, and library and information sciences.

6/24/2019 (AO)

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