



## *Job Description*

**Position Title:** Computer Lab Assistant  
**Reports To:** Campus Deans  
**Position Type:** Non - Exempt  
**WC Code:** 8868  
**Position Type:** Fifth Level Administrator

**Major Responsibilities:** Facilitate course delivery by providing assistance to students and instructors. Assist all resource lab users and provide guidance in using available resource lab materials, programs, etc. Maintain all student computers and equipment in the labs, classrooms, Resource Room and Library in good working order and virus free. Report computers that are not working to the IT department and follow-up until they are fixed.

### ***Specific Duties and Responsibilities:***

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. Instructs and supervises other personnel in routine resource lab work functions.
4. Administer computer-based exams according to established guidelines and procedures, ensuring proper ethics and honesty are maintained.
5. Assist all students using the computer lab with specific program instructions, internet access, and lab assignments.
6. Ensure cleanliness and quietness of the lab by reinforcing the "no food/drink, and silence" policy.
7. Ensure network security and/or maintenance by running weekly antivirus scans for all computers at the resources labs and at the library.
8. Report any computer malfunctions to the Resource Lab Coordinator and the IT Department at [support@mm.fnc.edu](mailto:support@mm.fnc.edu) or 305-821-3333 Ext. 1031, 1021, 1079 and follow-up until they are fixed.
9. Maintain a daily lab attendance/usage log and ensure users are signing in/out according to established guidelines.
10. Maintain filing system for all ESL/ ENG 010 — 012 students' records.

11. Maintain inventory of all program CDs and ensure they are returned on time.
12. Monitor the use of resource lab computers by prohibiting the download of illegal programs, and not allowing access of pornography, games websites, and/or access of websites promoting crime and unprofessional behavior.
13. Support and participate in University's Commencement Ceremonies.
14. Participate in the self studies and committees conducted by the college.
  
15. Maintain all computers and computer equipment (computers and peripherals, printers, projectors etc.) in all computer labs, classrooms, Resource Room and Library (all non-staff computers) in good working order and up to date with the latest antivirus software and the latest operating system updates.
16. Maintain computers on the Domain.
17. Ensure the lab is always supervised to avoid possible theft or malicious use of all the equipment.
18. Ensure lab is locked and no one can access it when not supervised.
19. Perform other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you wish to apply for this position, please click on the link below to go to the FNU Career Center:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>