

Computer Lab Monitor

Job Description *CESL* student workers are an important part of our staff. As a **lab monitor**, you will be based in C210. You will provide hardware and software support as needed for *CESL* students, faculty, and administration, as well as providing instructions and individual assistance to students as needed.

Duties specific to your position include:

- checking in students and verifying current enrollment by fees card (*CESL* ID)
- knowing the lab rules listed below
- warning any student who does not follow lab rules
- keeping the lab clean and neat at all times
- helping faculty in the use of hardware and software
- providing technical support as needed for *CESL* departmental machines and notifying the COH support team immediately of any unresolved problems.
- assist with *CESL* activities as needed
- assist with *CESL* academic needs, including helping with language learning software and researching language learning websites
- checking UA email at least twice per day (once in the morning and once in the afternoon) during the week
- maintaining regular communication with supervisor about schedule and all other matters
- being present during intake weeks to assist with new student intake (see <http://www.cesl.arizona.edu/content/dates> for specific dates); any workers who will be absent for an intake week must receive written permission from the Assistant Director of Academic Support at least one month prior to the intake week

Monitors can work between 10-20 hours per week, depending on visa status, availability of hours, and the number of monitors. Hours are scheduled around UA class schedules and are generally consistent throughout the semester. Your supervisor is the Assistant Director of Academic Support. You should report all changes in schedule to your supervisor or the senior lab worker.

Daily Duties Maintenance

- Sign in and out on the time sheet posted in Lab 210
- Pickup paper and trash from student stations and monitor station
- 210 clean off the console
- Report technical problems to COH by e-mailing cohhelp@email.arizona.edu

Weekly Duties

- Clean all monitors, dust and clean each station with cleaning solution, dust the console, clean keyboards
- Shutdown all computers at COB on Fridays