Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Biology Computer Lab Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Biology</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Ken Yasukawa</td>
</tr>
<tr>
<td>Work Location</td>
<td>CS 340/341</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-11120-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

Do multiple individuals hold this position at one time? [ ] Yes  [x] No

Number of positions available: 1

Work Schedule
A student in this position can expect to work 0.5 - 2 hours per day, 10 hours per week.
The student will work [ ] Monday thru Friday [ ] Saturday [ ] Sunday [x] any day of the week.
Hours are available during the following times of the day: 8:00 am - 10:00 pm.

Department/Position Overview
Computer lab manager coordinates with ISR, Biology faculty and student to resolve Biology Department computer issues as they arise, keeps Biology Computer Lab and Café Bio (340 and 341) clean and neat, cleans computer screens and keyboards, removes unauthorized files from computer desktops, maintains the paper supply in the printer.

Description of Duties and Tasks
[ ] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
[ ] Conform to an established work schedule; reliably work set hours as assigned
[ ] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
[ ] Maintain the confidentiality of departmental/employee/student information
[ ] Run errands on and/or off campus, including campus mail pick-up and delivery
[ ] Perform light cleaning, departmental organization, and upkeep as required
[ ] Work efficiently and accurately without immediate supervision
[ ] Effectively maintain biology computer lab and Café Bio
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: *Microsoft Office*
- Familiarity with specific equipment, listed here: *Macintosh computers in SC 340*
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:
- Strong ability to troubleshoot computer software and hardware problems.