

COMPUTER LAB CONSULTANTS JOB DESCRIPTION ADDENDUM

JOB TITLE: COMPUTER LAB CONSULTANT

Position Summary

Under the direction of the Coordinator of Computer Labs and Informational Services, the Student Computer Lab Consultant reports to the Graduate Assistants to supervise the University Center Computer Room. The Lab Consultants are responsible for providing training to new employees, as well as serving as a liaison the management team and the computer support staff.

Duties, Responsibilities and Experience:

- A. Assists with the training and development of new employees.
- B. Must have the ability to work independently with limited supervision in the Computer room.
- C. Increased responsibilities in monitoring and maintaining the computer lab.
- D. Serves as liaison to the management team and computer support staff.
- E. Coordinates with the Computer Lab Manager.
- F. Performs special projects as requested.