

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Math Computer Lab Monitor

DEPARTMENT: Mathematics & Computer Science

DATE: August 1, 2013

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: *Scott Sigman*, Associate Professor of Mathematics & Computer Science

JOB FUNCTION:

Supports the Mathematics Department and Computer Science department by maintaining computer lab equipment and by answering student's questions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1. 80%	Ongoing	Assist by answering students' questions concerning the use of the computers. and the computer software.
2. 10%	Daily	Assist the Mathematics faculty maintain the computers, printers, and network in the lab.
3. 5%	Daily	Ensure the lab is locked each evening and check that no equipment is missing or damaged.
4. 5%	As Needed	Advise Mathematics faculty when problems arise with computer lab equipment.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge of Windows based computers and software, in order to assist students in using the lab equipment.
2. Knowledge of networked computers and printers, in order to help maintain and assist students in printing documents.
3. Ability to analyze and repair problems with computers, network, and printers.
4. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
5. Must have a current FAFSA form on file in the Financial Aid Office for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk. Specific vision abilities required by this job include close vision.