

<b>JOB TITLE</b>	Computer Lab Consultant
<b>DEPARTMENT NAME</b>	College of Arts & Sciences
<b>JOB LOCATION</b>	Communications Building
<b>CONTACT/SUPERVISOR</b>	Alexander Schaefer
<b>PHONE NUMBER</b>	206-543-6466
<b>EMAIL ADDRESS</b>	<a href="mailto:aslab@uw.edu">aslab@uw.edu</a>
<b>BOX NUMBER</b>	353765
<b>EMPLOYMENT PERIOD</b>	Summer Only [ <input type="checkbox"/> ]      Sum & Acad Year [ <input type="checkbox"/> ]      Acad Year Only [ <input checked="" type="checkbox"/> ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ <input type="checkbox"/> ]    up to 19 hrs/wk [ <input type="checkbox"/> ]      Acad Yr: up to 19 hrs/wk [ 19 ]
<b>RATE OF PAY</b>	\$8.55– 10.00/hour    DOE

**Number of Positions:** 3

**Duties and Responsibilities:**

Assist with the operation of a student computing lab within the College of Arts and Sciences. Provide user support for workstations and printers. Help students use lab hardware and software for coursework. Assist instructors during office hours and lab sessions. Provide some minimal assistance to computing staff in the management of lab hardware and software.

**Minimum Qualifications:**

Familiarity with personal computers (Microsoft Windows) and software (such as Microsoft Office and common Windows tools), file handling and general web skills. Willingness to interact with students and instructors, and a helpful attitude when responding to requests for help. Diligence in maintaining a secure and orderly lab environment.

**Educational Benefits:**

Student consultants have an opportunity to learn how to support networked personal computers. They develop skills in technical troubleshooting, communication, and working with academic groups.

**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
 51% Comp. to Classified: Yes [  ] No [  ]  
 State [  ] Federal [  ]  
 Open [  ] Closed [  ]

**JOB NUMBER:**

11ARSC04
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**JOB CATEGORY:**

TECHNICAL
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