OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Computer Lab Monitor 3
Department Name	School of Art
Job Location	Art Building Room 229
Pay Rate	$12.00 - $13.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Mark Rector
Phone Number	206-616-6742
Email Address	mrector@u.washington.edu
Website	http://art.washington.edu/soacc
Box Number	353440

Nature of Organization
Staff provides support for two computing labs in the School of Art.
Duties and Responsibilities
Staff will provide front desk administrative role for the School of Art Computer Center (SoACC) and 3dDesign Lab. Staff will provide training and backup support role for new Staff. Will also provide support for Art computing operations outside of the labs. Will provide additional support for lab operation including installing and maintaining software applications, ensure proper functioning of printer systems, provide technical support for computer system operation, and provide backup duties for Art computing staff. Additional duties include maintaining paper and ink supplies in a large variety of printers, provide assistance with printing issues if needed, and help students familiarize themselves with the center.
Minimum Qualifications
Staff should be comfortable working with a diverse array of students, be willing to take initiative in learning the functions of the computer center and show attention to detail. Student will have at least one-year of experience in the Art computing labs. Advanced familiarity with Macintosh computer systems is preferred. Knowledge of mainstream graphic design software such as the Adobe and Macromedia suites would be helpful and previous experience with peripheral devices such as scanners and digital/video cameras.

Educational Benefits
Ability to learn a large variety of software programs and an opportunity to work with a wide range of high-end peripheral devices not typically found elsewhere on campus. Large format plotters, slide and large-format film and flatbed scanners, digital cameras, digital video cameras, and DVD authoring are all available in the SoACC.
How to Apply
If interested in the position, please send email to mrector@uw.edu.

Job Number: ARTS21 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program: Federal