



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

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Office of Human Resources

POSITION: **Computer Lab I Student Worker**
Academic Affairs
Part-Time (up to 16 hours per week)

**ANTICIPATED
STARTING DATE:** Fall 2021

PURPOSE: This position is primarily responsible for monitoring the Student Computer Labs to support student access to the computer labs.

**MINIMUM
QUALIFICATIONS:**

- Strong communication, organizational, and interpersonal skills in a confidential capacity
- Ability to monitor the Bookings reservations system for the Student Computer Labs
- Basic computer skills and familiarity with Microsoft Office products and apps
- Good communication skills

RESPONSIBILITIES: Under the direction of the IT Technician II in Academic Affairs and the Academic Dean this position will be responsible for monitoring the Student Computer Labs Booking reservations and schedule, checking students in and out of the computer labs based on their scheduled appointments. Ensure that students follow social distancing protocols while using the Student Computer Labs.

The schedule of the Student Computer Labs is Monday – Thursday 9 AM – 9 PM and Friday 9 AM – 4 PM.

MINIMUM SALARY: \$13.00/hour

TO APPLY: Submit letter of interest, resume, and the names of three references to the Financial Aid Services Office.

**APPLICATION
DEADLINE:** Please submit materials to the Financial Aid Office ASAP. Positions are open until filled

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

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