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| Position Title | Journalism Lab assistant |
| Number of Open Positions | 2 |
| Department Name | Communications |
| Position Description | <p>Assist CO students in using the computers in this lab. (Write on blackboard that you are, what you look like, and inform students that if they have a problem or question they should feel free to ask you for help.)</p> <ul style="list-style-type: none"> -Assist CO students in finding research sources and the proper computer program to use. -Be physically in the newsroom at all assigned times to monitor the room. <p>(Since you have no key, you cannot leave during the lab hours.)</p> <ul style="list-style-type: none"> -After your shift is over is sure to lock up and check to make sure door is locked. -Check during day while CO workroom office is open, to make sure printers have enough paper in the machines. Also check printers to make sure there is enough toner. -Report any person to security (ext . 4600) who is not supposed to be in the lab. -Keep room cleans. Throw away any trash, loose papers, scraps, etc. -Before 5pm report any problems with computers to Information services at ext. 3005. -After 5pm and on weekends, report any problems to the Student Help Line at ext. 3004. -Everyone who uses the lab during lab hours MUST SIGN IN with you. Mark the day and time they are in the room and mark when they leave. Please put sign in papers in my mailbox in the CO workroom or slide under my office door. -Security WILL OPEN the lab for you each time. After the lab session, be sure to lock the door. Security has been informed to check room door after the posted hours. You will be notified if door has been unlocked. |
| Days and Times Needed | Monday, Tuesday, Wednesday, Thursday evenings from 7pm until 10pm. |
| Nights or Weekends Required? | Evenings |
| Pay Rate | \$8.10/hr. |
| Job Location | OC0201 Journalism Lab |
| Supervisor Name | Robert Noll |
| Supervisor Email | rnoll@jcu.edu |
| Supervisor Phone | 216-397-4373 |