Job Description
Lab Monitor

CESL has two computer labs. One is open most of the day for CESL students to check email and prepare classes. The other is an open, optional lab where students can improve English skills. Both labs are monitored when they are open. Lab monitors help CESL students learn to use computers and the available software.

Application Deadline asap. Interviews as soon as possible. Begin immediately and work throughout the year.

In addition to lab monitor duties, monitors act as peer mentors to CESL students answering questions and helping students learn about life as a university student. The labs are open during registration and orientation weeks, so lab monitors must be available during these times, including during Spring Break.

Lab monitors should be friendly, outgoing and interested in interacting with international students.
Hours: up to 15 hours a week

The successful applicant will demonstrate the following qualities:
- An interest in and respect for the unique multicultural environment in CESL
- Knowledge of Microsoft Office, Web browsers, UA Net ID
- The ability to learn new software packages quickly
- The ability to communicate information about computer use to new, beginning, and intermediate-level users
- The ability to work independently given departmental policies and guidelines
- Integrity, punctuality and dependability
- Ability to work in cooperation with other lab monitors
- Willingness to assist in other non-computer departmental functions as needed such as participating and driving for CESL activities
- Availability for approximately 10-20 hours of work per week, between 8:00 am and 8:00 pm M-F

Position Responsibilities
- Assist CESL students, faculty and staff in the use of software and hardware as needed
- Check ID for those entering the lab
- Serve as assistant during scheduled classroom hours in order to troubleshoot for the instructor
- Keep the lab clean and neat: clean screens and machines daily, vacuum weekly or more often as necessary
- Perform virus checks and maintenance such as scandisks and defrag on all disks used in the lab; scan for viruses once weekly
- Keep lab secure
- Check your mailbox daily for announcements
- Report any hardware or software problems immediately
- Clearly post lab hours on the door and post any changes
- Enforce all lab policies, rules and procedures
- Arrive 15 minutes before the lab is to open in order to turn on machines and prepare lab for use
- Keep track of supplies and reorder as appropriate
- Conduct mini-demonstrations or workshops as needed for students an faculty
- Assist with testing and orientation of new students
- Perform other duties as specified by the CESL administration or network manager,

Fill out the CESL Student Worker Application on this website and email to mhl19@email.arizona.edu or fax to 520-621-9180