

# Student Lab Monitor Positions

**Available for Spring 2012**

BLUE RIDGE CTC IT ADMINISTRATION IS LOOKING FOR STUDENT LAB MONITORS WHO ARE RESPONSIBLE, RELIABLE, AND HAVE WORKING KNOWLEDGE OF MICROSOFT OFFICE 2010. DUTIES TO INCLUDE BUT NOT LIMITED TO: HELPING STUDENTS WITH PASSWORD RETRIEVAL, LOGIN INSTRUCTIONS, MONITORING THE COMPUTER LABS, SUPPLY MAINTENANCE, AND ASSISTING STUDENTS WITH BEGINNER COMPUTER SKILLS. LAB MONITORS ARE ALSO RESPONSIBLE FOR CLEANING THE MONITORS AND KEY BOARDS. THIS POSITION WILL BE SUPERVISED WITH INSTRUCTIONS AND OBJECTIVES GIVEN BY THE SUPERVISOR.

PLEASE CONTACT TERESA NOLL AT 304-260-4380 X2232 OR STOP BY THE HUMAN RESOURCES OFFICE LOCATED IN B01.

WORK HOURS STILL AVAILABLE:

MONDAYS 10AM – 2PM

TUESDAYS 8AM – 9AM

WEDNESDAYS 8AM – 10AM

THURSDAY 12PM – 2PM