Team Leader/ Lab Technician (Graduate)
Orthodox Christian Network

Responsibilities: Student will be a team leader to on-campus work study students and digital disciple writers. The student is responsible for maintaining the student work, time cards, equipment in the Technical Communication computer lab and supervising students. The Lab Technician schedules use of the equipment and works in the computer lab assisting students, during set hours of operation. This position also assists OCN staff in collecting content generated in the lab, setting up student training sessions, and/or setting up the lab for specified purposes. In addition, the Lab Technician confirms students’ eligibility to use the lab, reports broken equipment, maintains a supply inventory, prepares course materials, calls students to reschedule lab time when necessary, answers phone when necessary, keeps lab tidy, runs errands. Other work as assigned.

Qualifications: Previous experience supervising, teaching, and public speaking. Dependability, promptness, comfort with electronic media, and willingness to learn. Desired candidate would have strong interpersonal skills and excellent computer skills.

Hours: 10-20 per week

Number of Positions: 1

Contact:
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