**Job Position Announcement**

Hiring Department: Academic Resource Center/Computer Commons Lab

Location: LARC234

Contact person: Rob Leavitt

Telephone/extension: 818 778-5725 Email: leavitra@lavc.edu

**Position title: STUDENT WORKER**

**Days/Hours needed:** Any

**List of Job duties:**

Student Workers at the Computer Commons are responsible for providing assistance to Valley College students. Student Workers should be the point of first contact for students seeking: Technical help, assistance logging into the computers and college related portals, help with software, printing, wireless issues, and answers to questions about the college and student services. Student workers perform a variety of computer and printer related troubleshooting but when necessary, forward issues to the Lab Assistant, Instructional Assistant, or the Virtual Valley Help Desk. Student workers also contribute toward maintaining a clean, quiet computer lab. Skills: Good English oral/written communication. Ability to problem solve and deal with new issues as they are encountered. Good time management to accomplish tasks, in between assisting students. Ability to work as a team with other student workers, staff, and faculty.