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| **Title of Position** | Computer Lab Assistant |
| **Department** | School of Trades and Technology |

**Primary Job Duties**

**Inventory No. / Job Task Details**

3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.01 Assist with health and safety observations, ensuring requirements are being met and maintained (PPE, proper machine and/or equipment function etc.)

3.02 Assist with classroom set-up and/or lab preparation and closing procedures

7.00 Assist students with basic tech support, referring issues outside of scope of job to service desk staff

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Experience presenting and/or speaking in front of small or large groups