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| **Title of Position** | Computer Lab Assistant |
| **Department** | School of Business & Information Technology |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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

Other: Taken COMP494 and demonstrated strong proficiency