

The University of Texas at San Antonio

Job Description

Job Title: Computer Lab Assistant
Code: 19334
Salary Grade: 50
FLSA Status: Non Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide academic support to students through assistance with software applications and to provide support duties necessary for laboratory operation.
- Scope: Responsible for assisting students with software provided in laboratories and rudimentary maintenance of computer hardware.

Duties

- Typical:
 1. Performs consumable utilization accounting procedures.
 2. Records laboratory usage by equipment use and time in laboratory.
 3. Verifies computing system operation and contacts supervisor when unable to resolve problems.
 4. Provides assistance to laboratory users through knowledge of software packages.
 5. Performs other duties as assigned.
- Periodic:
 1. Conducts tours of laboratories.

Education

Required	Preferred
High School diploma or GED.	College level or technical courses in computer science, technology, or a related field.

Other Requirements

Required	Preferred
Basic knowledge of a wide variety of personal computer hardware and software.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
None.	One year of experience with computer operating systems, common office applications and printing.

Equipment

Required	Preferred
Personal computer and standard office equipment.	Hardware utilized in the specific computer lab.

Working Conditions

Usual	Special
Normal computer lab conditions.	Occasional evening and weekend hours.
	May involved lifting and moving of computer hardware and/or supplies.

Supervision

Received	Given
Direct supervision in all tasks.	None.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
