

COTC
Student Employment Job Description

Job#: 97052

Department: Engineering

Job Title: Lab Monitor

Supervisor: Asif Khan

Phone #: 740-755-7761

Email: akhan@cotc.edu

Hourly Rate: \$8.75

Terms job is available: Summer Autumn Spring

Times job is available: Mornings Afternoons Evenings Weekends

Include specific information regarding level of responsibility, range and complexity of duties and training/experience required for this position.

Qualifications:

- Knowledge of AutoCAD, AutoCAD Mechanical and Electrical and Inventor software.
- Second year engineering students preferred.

Summary of Duties:

- Ensure the security of the lab software, equipment, and premises
- Report all problems with hardware and/or software to the supervisor
- Write a lab reports for various labs including Mechanical, Electrical and Civil
- Help any COTC student with the operation of software/hardware
- Assure that all students have signed in/out
- When closing lab ALL equipment must be turned off, each work station must be organized, and lab work stations must be cleaned regularly.
- Perform other duties as assigned by the supervisor.

This job does not replace a full-time employee.

COTC Account #: 16020 Arch, Civil (CAD lab)

OFFICE OF FINANCIAL AID USE ONLY

Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs Yes No

Students in this job provide services to students with disabilities Yes No

Background Check Required? Yes (SS or RD) No