

COTC
Student Employment Job Description

Job#: 98662

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 x Spring
Times job is available: Mornings Afternoons Evenings x Weekends

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

Qualifications:

- Knowledge of how to read blueprints, wiring diagrams, schematic drawings, or engineering instructions for assembling electronics units, applying knowledge of electronic theory and components.
- Knowledge of current probes, voltage probes, power screwdrivers, function generators, oscilloscope wire strippers, clippers, soldering iron, digital voltmeters DVM and Voltage testers
- Engineering students preferred.

Summary of Duties:

- Organizing the Lab equipment. Storing the Lab equipment in their proper place or in the cabinets after their use by students.
- Separating the nonfunctioning equipment from the rest and storing them in a proper place.
- Organizing the wires and cables and storing them properly. Changing batteries and fuses in the equipment.
- Testing the equipment for malfunction. Ordering Lab supplies and materials for the labs. Evaluating old equipment for proper disposal.
- Acting as Lab monitor to assist the professors.
- Perform other duties as assigned by the supervisor.

This job does not replace a full-time employee.

COTC Account #: Electrical-16015

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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