

Feather River College

Student Employment

Job Title: Computer Lab Assistant

DESCRIPTION:

Student needs Microsoft Office 2007 application skills and be free to work from Noon - 1 p.m. each day.

ESSENTIAL DUTIES:

General office skills; ability to work with students; knowledge of and competency with Microsoft Office 2007 applications; follow directions; be flexible and punctual; ability to grade papers.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Knowledge of basic Microsoft Office 2007 applications

Skills in:

Basic office skills

DESIRABLE QUALIFICATIONS:

Trustworthy; personable; work well with a diverse student population, follow directions; well-organized; task oriented

PHYSICAL CHARACTERISTICS:

Will need to move easily among students in the lab; ability to go up and down stairs to complete tasks

WORK SCHEDULE:

Noon-1 pm. on M W F; available at this time on TR is desirable; work afternoons until 2-3 p.m.

TO APPLY:

Submit completed Student Application and Class Schedule form to the Career/Transfer Center.