

## Position Announcement

### Student Lab Monitor/Office Assistant

Part time position(s) available for fall and spring semesters only

#### Duties:

Oversee the 14-station Mac lab during open lab hours

Make sure all computers are working properly

Assist students, staff and/or faculty using the lab as needed

Keep the lab tidy and clean

Make sure all users obey the rules of the lab

Assist STM staff and faculty with office duties as needed (I.E. general cleaning, room set up, courier services, data entry, assisting professors, etc.)

#### Required Qualifications:

UIC Federal Work Study awarded student

Some experience working with Mac computers

Reliable and trustworthy

Good communication skills

#### Hours:

Lab hours are 9 a.m. to 5 p.m.

Shifts (2-10 hours per week) are determined by student lab monitor availability.

Potential for weekend shifts for monitoring other lower level spaces during the semester.

#### Salary:

\$10.20/hour

Position will remain open until filled.

For full consideration, please submit a cover letter, resume, and current course schedule to Melissa Reeves at [mreeves@uic.edu](mailto:mreeves@uic.edu). For more information, contact Melissa Reeves at the email address listed.

