



**Organization:** UA Little Rock Benton Center  
**Job Title:** Computer Lab Tech Assistant  
**Work Schedule:** Monday – Thursday - 4:00 p.m. to 9:00 p.m.  
**Pay:** To be determined  
**Location:** 410 River St., Benton, AR 72015

### **Duties and Responsibilities**

- Supervising the Student Lab
- Assisting students and Instructors as needed
- Proctoring exam's
- PC trouble shooting (on a limited basis)
- Setting up Laptops for Instructors
- Helping new students with the application process
- Assisting with Copying and Scanning
- Assuring classrooms are opened and prepared for Instructors before class begins and securing classrooms after use
- Other duties as assigned

### **Qualifications Required**

- Able to interact with Students and Instructors
- Good communication skills
- Familiar with Windows 7 and 10
- Basic PC trouble shooting skills
- Apple PC experience is a plus
- Familiar with Microsoft Office
- Familiar with Blackboard
- Familiar with the UALR web site, and can assist with the application process
- Ability to assist new students with filling out FAFSA
- Most importantly, work well with others, and have a positive attitude

**Apply by sending your resume to Will Ogden at [lwogden@ualr.edu](mailto:lwogden@ualr.edu)**