

Approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **Economics**

Most Recently Updated 03/11/99

Position Title: Student Teaching Associate 2  
Computer Laboratory  
Must work 0-5 or 10 hrs/wk.

#### **I. Grade Level: 3-4**

#### **II. Description:**

A. The following are the essential duties for a Teaching Associate in the Computer Lab of the Economics and Business Department:

1. Supervise lab during evening hours.
2. Monitor lab sessions for contracted weekly hours.
3. Serve students using lab as a tutor.
4. Serve as a standby (backup) for the Lab Associate scheduled for duty.
5. Help maintain equipment and report any malfunctions to the supervisor.
6. Attend departmental labor meetings as scheduled.
7. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Conduct laboratory sessions. Lab sessions shall be held strictly as scheduled, and the TA shall be available at all times in the lab during schedule hours to provide assistance.
2. Conduct workshops for users.
3. See that the workplace and environs are clean.

#### **III. Learning Opportunities:**

A. If Grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.

B. If Grade 4, develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

C. Increase knowledge of computer software used in the lab.

D. Improve computer troubleshooting skills.

E. Learning how to tutor other students.

F. Increase understanding of subject matter by teaching it.

G. Taking a higher degree of responsibility for maintaining lab facilities (care of a complex environment): good problem solving sense, problem-identification sense.

**IV. Basic Qualifications:**

- A.** General: High degree of individual initiative; reliability; punctuality; demonstrated regard for security of and stewardship of hardware and software; maintain expected
- B.** standards of ethical conduct in stewardship of hardware, software, and assistance to users of the Laboratory.
- C.** Skill: Understanding of the Computer Laboratory and its available software; ability to communicate effectively with students and instructors; thorough familiarity with necessary procedures to be followed to conduct labs and tutoring sessions successfully.
- D.** Physical: No limitations.
- E.** Academic: none

**V. Desirable Qualifications:**

- A.** Previous experience helpful.
- B.** Business or Economics major, or Computer Science minor.

**VI. Narrative Summary:**

Student monitored and supervised departmental computer laboratory, tutored fellow students in coursework, took responsibility for good functioning of computer lab during hours worked, and performed hardware and software troubleshooting as needed.