

STUDENT LABOR POSITION DESCRIPTION**Department of Environmental Health and Safety**

Most Recently Updated 04/06/05

Position Title: Director of Computer Areas
Must work 15 hrs/wk.

I. Grade Level: 5-6**II. Description:**

A. The following are the essential duties for the Director of Computer Areas in the Department of Environmental Health and Safety. This position is responsible for all computer and technology related needs of the department. This position also is responsible for understanding the basic principles of chemical safety and department policies and procedures.

1. Web-page Design
2. Be able to create Databases
3. Multimedia
4. Have the understanding on the campus applications and computer hardware.
5. Performs other job-related duties as assigned.

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

1. Know how to use chemicals and the inventory system
2. Janitorial Duties
3. Fix electronic equipment; know how to read a volt mete
4. Office work
5. Run errands
6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Learn new types of software
- B. Become more experienced in trouble shooting computer problems
- C. Learn new types of hardware and multimedia equipment
- D. Teaching Skills
- E. Learn more about chemical safety and the inventory system

IV. Basic Qualifications:

- A. General: Must have adequate experience using computers as well as programming experience. Be able to work in a team-oriented environment.
- B. Skill: Must be able to communicate very well with others, and be able to teach others in the department.
- C. Must have a basic knowledge of chemistry and chemical hygiene procedures
- C. Physical: Must be able to work around chemicals.
- D. Academic: Junior or Senior status/ must be with the department for at least one year.

V. Desirable Qualifications:

- A. Technology Majors/ Math majors/Science Major

VI. Narrative Summary

The student in this position is responsible for all computer and technology related needs of the department. The student is responsible for understanding the underlying principles of chemical safety and the procedures of the Environmental Health and Safety.