Work Study Job Description
IT Lab Supervisor

Location: IT Department

Name and Classification of Position: Lab Supervisor

Supervisor: Jason Schneeweis

Rate of Pay and Expected Hours of Work: See website for current wage, 10-29 hours per week*

Employment Dates: July 1 through June 30 of each school year

Eligibility: Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

Purpose and Role of Job within the College: Students in this role will be responsible for manning the Open Lab during open hours. They will be responsible for managing the equipment in the lab as well as maintaining the lab as a quiet, study area.

Duties and Responsibilities: Work in the lab. Maintain and clean the equipment in the lab. Maintain a quiet study area for students. Support IT staff in other duties across campus as requested.

Qualifications and Required Skills:

- Reliability
- Willingness to learn new things
- Ability to tactfully address peers about lab violations

Specific Qualifications for Higher Job Classification: One year experience in this position may be considered for IT Work Study Supervisor position.

Learning Objectives: Become self-sufficient and take ownership in the operation of the lab.

After checking with the financial aid office for eligibility, interested students should email Jason Schneeweis at Jason.schneeweis@fdltcc.edu with:

- Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and Work Study Handbook (https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) for more information.

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