

Lab Monitor  
Student Worker Job Duties

3.21.22

Work out tasks scheduled with faculty supervisor/manager for the labs, Soojin Kim.

Arrive early at the job site.

Post lab monitor hours in hallways and in labs.

Dust surfaces with appropriate duster and cloths/monitor cleaners and straighten desks, electronics and monitors each work session.

Clean and neat mock-up room.

Assist students with using a mock-up room.

Email faculty if anything is missing or broken.

Check for thumb drives left in computers, have a place in the front of the room where students may retrieve their drives.

Assist students with software or hardware issues if possible. Make sure to keep 3+ feet distanced.

Check in and check out with secretary and chair enter hours as worked in Core-CT by Thursday at 5pm payroll week. Please photo-text secretary your check-in and check-out times.

Load and unload paper rolls in Design Jet and sheets in Laser printers. Check out papers in the cabinet. If the paper stack is low, report to the supervisor.

Do inventory with the faculty supervisor on a regular basis(2 times per semester).

Design labels in the lab.

Assist Senior exhibition preparation (printing & using mock-up room).

Design graphics as needed for department faculty, (as approved through chair only). Instruct faculty to contact the chair first for approval of any requests for posters or other office tasks.