

Mac Lab

Student Worker Job Duties

8.29.23

- Arrive on time at the job site.
- Post lab monitor hours in hallways and in labs if there is not(Beginning of the semester).
- Dust surfaces with appropriate duster and cloths/monitor cleaners and straighten desks, electronics, and monitors each work session.
- Clean and neat mock-up room.
- Email faculty if anything is missing or broken.
- Check for thumb drives left in computers, and 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.
- Assist students with using a mock-up room.
Check-in and check-out with the secretary and chair enter hours as worked in Core-CT by
Thursday at 5 p.m. 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 the 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, print, and post labels in the lab.
- Assist Department's exhibition digital preparation (printing & using mock-up room).
- Design graphics as needed for department faculty, (as approved through the chair only).
- Instruct faculty to contact the chair first for approval of any requests of posters or other office tasks.