

University of Oregon
Department of Cinema Studies

Student Lab Monitor
Job Description

Job Summary:

The student Lab Monitor works in the Cinema Studies Lab located in 267 Knight Library. Their primary duties are supervising the lab space and providing assistance for students using computers during open lab times. The Lab Monitor's other responsibilities include routine cleaning and disinfecting of the space, trouble shooting computer issues, assisting students with production software, and other routine duties.

Position Overview:

- 3 - 10 hours per week during the fall, winter and spring academic terms.
- Must be enrolled full time (At least 12 credits).
- Work Study Award is **required**.
- Shifts are scheduled during open lab times around the availability of the lab monitor.
- The Cinema Studies Lab is open 7 days a week.
- Most shifts are in the afternoons and evenings.
- Pay is \$14.75 per hour.

Qualifications:

- Basic computer trouble shooting (Macintosh computer knowledge helpful.)
- Familiarity with standard software suites (Preference for Adobe Suite.)
- Customer Service experience.
- Student Lab Monitor must be self motivated as they work independently in the lab with minimal supervision.

How to Apply:

Applications must be submitted through Handshake by Friday, September 1st at 9:00am.

[Handshake Link Job# 8127465](#)

Interviews will be conducted prior to the beginning of Fall term.

Please contact Kevin May at 541-346-8296 or kmay2@uoregon.edu for additional information.