

**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 managing 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, interpreting policies, assisting students with production software, and other routine duties.

COVID – 19 Updates:

- Due to the COVID-19 Pandemic lab hours will be limited for Fall 2020.
- The Cinema Studies Lab has been rearranged to meet public health and social distance guidelines and has a reduced capacity.
- Face coverings will be required to be worn by employees and students using the lab.

Position Overview:

- 4 - 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.
- Most available shifts are in the afternoons and early evenings on weekdays.
- Pay is \$12.00 per hour.

Qualifications:

- Basic computer trouble shooting (Macintosh computer knowledge helpful.)
- Familiarity with standard software suites (Preference for Final Cut X and 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:

Links to the electronic application will be available on the **Cinema Studies** and **Career Center** websites, as well as our **Social Media** Channels. Applications must be submitted by Friday September 11th at 5:00pm.

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

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