Part-Time IT Lab Monitor Huntsville Center
Lee College

Job Title	Part-Time IT Lab Monitor Huntsville Center
Department	Huntsville Center - IT
Institution	Lee College
	Huntsville, Texas
Date Posted	Apr. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
	Part-Time/Temporary Staff
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/5148169
Apply By Email	
Job Description	

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Part-Time IT Lab Monitor Huntsville Center

Salary: $14.33 - $20.98 Hourly
Job Type: Part-Time
Job Number: FY2300123
Location: Huntsville Center - Huntsville, TX
Division: Huntsville Center

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Position Overview

The Huntsville Center offers a variety of academic and technical correctional education programs to TDCJ offenders. This is an IT Lab Monitor position within a correctional environment with an all-male offender population. Offenders are required to meet academic and security requirements for enrollment consideration.

Lab Monitors will ensure the usage of computers in the LCHC Student Success Labs, ensure NetSupport is turned on prior to the students entering the labs so their searches can be tracked by the LCHC Librarian, and ensure eGranery servers are on and properly functioning. Monitors will ensure Lee Search is operational when students enter the labs, organize and submit student lay-ins (appointments) to attend weekly IT Lab offerings, and track weekly/semester attendance to the Student Success Centers.

Lab Monitors are hired in a part-time capacity on an as-needed basis and are contingent upon the needs of the College.

Essential Duties & Responsibilities

- Enter student and instructor accounts in the network.
- Monitor students in the lab environment; use of NetSupport School.
- Assist with computer-related and course-related issues.
- Collect and report attendance data.
- Communicate computer-related issues to the technical support team.
- Collect and report lab sign-up names and times.

Additional Duties & Responsibilities

Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (GED)
- At least one (1) year of experience working in a computer-related field
- At least one (1) year of experience working with Microsoft Office Suite

- Candidates must pass a criminal background check by the Texas Department of Criminal Justice (TDCJ)
- Able to work flexible hours
- Able to work evenings when required

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit https://www.schooljobs.com/careers/lee/jobs/3738794/part-time-it-lab-monitor-huntsville-center

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A
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