

Computer Lab Specialist - Deer Ridge Correctional
Institute
Central Oregon Community College

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Posted Dec. 19, 2025, set to expire Jan. 11, 2026

Job Title	Computer Lab Specialist - Deer Ridge Correctional Institute
Department	Adults in Custody
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Dec. 19, 2025
Application Deadline	01/11/2026
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
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Job Description

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Computer Lab Specialist - Deer Ridge Correctional Institute

Position Number: B1116PD

Starting Wage/Salary: \$18.91 - \$19.68 plus exceptional benefits

Close Date: 01/11/2026

Primary Purpose:

The Computer Lab Specialist is responsible for supervision and support of the AIC (Adults in Custody) student computer lab. The position provides direct support for ABSD Students and Instructors. The

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position works in collaboration with other ABSD COCC staff and College Inside Faculty to achieve student success.

Essential Duties and Responsibilities:

- Monitor AIC students in the computer lab working on educational programs such as Aztec, Burlington English, Reading Horizons, Rosetta Stone and Ed Ready.
- Assist with the collection of data from several educational computer programs and report student progress back to instructors.
- Assist students with technical issues.
- Assist AIC students with printing assignments.
- Scan and email college assignments and student communication to faculty.
- Print packets, homework, notes for instructors.
- Perform other essential functions as assigned that support the overall objective of the position.
- Follow all ODOC rules and regulations.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Demonstrated knowledge and understanding of educational computer programs.
- Possess effective interpersonal, organizational, and oral and written communication skills.
- Ability to work independently and to use good judgment with respect to priorities and deadlines.
- Ability to communicate information effectively regarding College policies and procedures to students.
- Ability to communicate effectively with students, staff, and faculty from diverse backgrounds. Ability to manage conflicts within and/or between groups and to work in a team environment. Ability to develop strong working relationships with people from different cultural backgrounds and other aspects of human diversity.
- Ability to meet deadlines, set work priorities, and manage workload.
- Ability to use software programs and database systems which include Microsoft Office Suite, email, website editing, basic desktop publishing, and modern office equipment.

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Minimum Requirements:

- The ability to pass an Oregon Department of Corrections background check and be cleared to work inside Deer Ridge Correctional Institution.

Education:

- High School Diploma or GED.

Experience:

- One (1) year of related professional work experience in education.

Preferred Qualifications:

Education:

- Associates degree.

Experience:

- Two (2) Years experience in an education setting.

To apply, visit <https://jobs.cocc.edu/postings/11771>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and

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equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Adults in Custody
Central Oregon Community College

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