

**ASSISTANT COMPUTER LAB TECHNICIAN**

**DEFINITION**

Assist in the operation and maintenance of computer equipment including network hardware and software in a student computer laboratory.

**DISTINGUISHING CHARACTERISTICS**

A Senior Computer Laboratory Technician operates lab computers and network(s), prepares documentation, and procedural manuals. Acts as a technical lead on projects, providing direction to other staff.

A Computer Laboratory Technician operates lab computers and network(s); develops and maintains computer application and utility programs; performs minor repairs of lab equipment.

An Assistant Computer Laboratory Technician assists in operation of lab computers, network(s) and assists in the performance of minor repairs.

**SUPERVISION**

Supervision is received from Information & Technology Services management personnel.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

Assists in the operation of lab computers and network(s).

Assists in installing, configuring, maintaining, upgrading and troubleshooting computer and network hardware and software.

Assists in the performance of minor repairs of lab equipment.

Maintains the security and physical appearance of the equipment and facilities.

Assists in performing backup of lab computers and network(s) and assists in performing data recovery procedures when a loss occurs.

Effectively communicates with students and staff in a multi-cultural environment.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic computer and network hardware and software concepts.

Computer operations and the proper utilization of equipment and materials.

## **QUALIFICATIONS (continued)**

### **Ability to:**

Read and interpret basic computer technical manuals to obtain procedural instructions.

Work effectively with supervision.

Establish and maintain effective working relationships with students, faculty, administrators and supervisors.

Demonstrate computer operations, and the proper utilization of equipment and materials.

Assist in keeping and maintaining detailed and accurate records for maintenance, inventory, and budgetary purposes.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Six months of experience in the operation or maintenance of current computer and network hardware and software.

Successful completion of 12 college semester units or 18 quarter units in data processing, programming, computer electronics, or computer technology may be substituted for the required experience.

### **Continuing Education Requirements:**

Stay current in changing technology by reading and attending seminars and classes.