

Classification Specification: Computer Lab Supervisor

Classification Number: 12401
Effective Date: April 14, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Oversees department or college computer laboratory. This includes hiring, scheduling and training student employees. Creates and updates procedures and manuals. Manages operating budgets. Also updates websites and manages digital signage.

Essential/Primary Duties

- Hires and trains new student employees.
- Schedules use of computer laboratories and other classrooms. Coordinates requests within the college for use of all computer labs and other related classrooms each semester. Coordinates lab schedule requests and available resources. Manages Graduate Assistant office assignments, paperwork, and setup/take-down procedures.
- Creates weekly work schedule for the student employees in order to maintain monitoring coverage for the labs.
- Updates manuals and documentation when new equipment or procedures are developed. Answer inquires related to general technology and training.
- Maintains and provides support for website, including preparing updates and performing special projects.
- Maintains one or more operating budgets. Purchases items and balances and maintains records.
- Manages digital signage schedules in the college.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

Classification Specification: Computer Lab Supervisor

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.