



**POSITION ANNOUNCEMENT
CAD / Graphics Design Lab Monitor**

The Tennessee College of Applied Technology Crump is accepting applications for the part-time position of CAD / Graphics Design Lab Monitor, up to 12.5 hours per week.

Typical Duties and Responsibilities:

1. Help students by answering questions to the best of your ability
 - o Refer them to other information sources (i.e. instructor, handouts, manuals, web sites)
 - o Provide general help with general computer operations and software features (printing, saving and retrieving documents, file copy)
2. Maintain PC Lab:
 - o Check lab supplies (printer, toner, paper) and report problems or lack of supplies
 - o Check for damaged or faulty equipment, vandalism and theft
 - o Housekeep (paper in bins, chairs under desks)
 - o Clean the equipment (monitors, computers, desks, whiteboards, dusting, cleaning)
 - o Check for rule violations or users left logged in
 - o Report unauthorized software installations, or unplugged network cables
3. Maintain a professional presence
 - o Treat all users with courtesy and respect
 - o No eating, drinking, or using tobacco products in the labs, and report violations of this policy by others
4. Other duties as assigned

Minimum Qualifications:

1. Familiarity and working knowledge of AutoCAD, Inventor, Adobe Photoshop, Microsoft Office Software, Blueprint Reading, Measuring.
2. Ability to work independently
3. Ability to communicate effectively in written and spoken English
4. Ability to work with diverse populations.

Working Conditions:

1. Heavy use of computer
2. Normal standing, sitting, and walking
3. Lifting of boxes weighing approximately 40 lbs.

Salary: \$10.00 per hour

Application Procedure and Deadline:

1. Must submit a resume, cover letter, and TCAT Crump Application (available at <https://tcatcrump.edu/about/jobs-and-employment>)
2. Applications will be accepted until position is filled.
3. **Interested applicants can contact the following for more information:**

Tennessee College of Applied Technology Crump
Attn: Brian Harris
PO Box 89
Crump, TN 38327
Brian.Harris@tcatcrump.edu

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