

# **MAC Lab Monitor/Helper Job Posting Fall 2020**

## **Responsibilities:**

1. Answer questions related to the software installed in the lab;
2. Troubleshoot basic software and hardware problems;
3. Record and report lab problems;
4. Keep the lab a clean and ordered learning environment; follow the no food or drink policy.
5. Ensure the labs remain locked (doors closed) when unoccupied.
6. Other lab duties as assigned.

## **Qualifications:**

1. Applicant must be registered in a DIGITAL Design + Development Program or the Fine Art Diploma Program; preference is given to second year students.
2. Good working knowledge of software and hardware used in the labs.
3. Good interpersonal communications skills;
4. Patient, responsible and able to work independently with minimum supervision.

**Note: MAC Labs users will be following  
social distancing protocols**

**Pay:** \$14.60 per hour

## **Workload:**

- One weekly shift per student.
- Shifts are Mon-Fri (9:45am - 3:15pm).
- This posting is for Fall 2020 term (Sept 21<sup>st</sup> to Dec 20<sup>th</sup> 2020).

**Please complete all areas of the application  
and email to  
[sara.vipond@nic.bc.ca](mailto:sara.vipond@nic.bc.ca)**

**Application Deadline  
Wednesday September 16<sup>th</sup> @ 12pm**



**STUDENT EMPLOYMENT PROGRAM  
JOB APPLICATION  
MAC Lab Monitor/Helper**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Student No.:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Registered Courses: (list all Fall 2020 courses):**

\_\_\_\_\_

**Why are you interested in this position?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How are you qualified for this position?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List your availability and rank in order of preference – 1 being first choice**

**Mon 9:45 - 3:15** \_\_\_\_\_

**Tue 9:45 - 3:15** \_\_\_\_\_

**Wed 9:45 - 3:15** \_\_\_\_\_

**Thu 9:45 - 3:15** \_\_\_\_\_

**Fri 9:45 - 3:15** \_\_\_\_\_

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