

**Dr. Martin Luther King, Jr. Educational Center
Computer Lab Proctor
College Work Study Job Description**

Department:	Scholar's Mentorship Program
Job Title:	Computer Lab Proctor
Wages (Standard or premium):	Standard. Consideration given to both college work study and temp service.
Days/Hours:	Varies, but typically selected hours Sunday through Friday 10 am to 10pm
Location:	Shango Hall A-3 (Lower Level)
Openings:	6 to 7 openings depending on hours worked. Preference given to applicants who can work Sunday evenings and other needed weekday or weeknight shifts.
Start Date:	ASAP
How to Apply:	Complete application and return to in Faculty Office Building West 6
When to Apply:	Applications accepted on a continued basis.
Department Description:	The Scholar's Mentorship Program (SMP) is a networking program for general admission students of color. Like the other networking programs--First Year Initiative (FYI) and Freshman Interest Groups (FIGs)--the Scholar's Mentorship Program provides a good start to a college career. In particular, it creates a network to facilitate an optimal educational experience for African/African American/ Caribbean, Asian/South Asian, Latino and Native American students.
JOB DESCRIPTION:	Assist students with troubleshooting in computer labs. Replace printer paper (and toner if directed). Replenish supplies and oversee all other lab equipment. Keep labs and equipment clean and enforce all rules concerning the use of labs. Maintain a comfortable and safe working environment for lab users. They assist with the development of a newsletter and periodically assist with workshops. Perform other duties as assigned.
Qualifications:	Reliability and honesty an absolute must. Those who are self- motivated, have good communication and time management skills are preferred. Basic knowledge of personal computer systems and software applications helpful.
Physical Requirements:	Ability to work in a computer lab environment (usually seated) for 1 to 4 hours at a time.
Contact:	Manisha Ford-Thomas, MLK Scholar's Mentorship Program Educational Center Director FOB W6, extension 2762, fordthom@newpaltz.edu

Dr. Martin Luther King, Jr. Educational Center Computer Lab Proctor Application for Employment

Please fill out the application as completely as possible.

Fields marked with * are required

* Last Name:

* First Name:

Middle:

* Local Address:

* Local Phone:

* Cell Phone:

* Email Address: @newpaltz.edu

* Student Employment Type: Work Study Regular Temp Service

* Availability:

Sunday 3PM-10PM
Monday-Thursday 10AM-10PM
Friday 10AM-5PM

Computer Software Knowledge:

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Word Prefect	<input type="checkbox"/> Word Prefect
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> DOS 6.22 or better	<input type="checkbox"/> Windows 95/98
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> pdf. Files	<input type="checkbox"/> Blackboard
<input type="checkbox"/> Microsoft Power Point	<input type="checkbox"/> Internet Research	<input type="checkbox"/> Other

Please share other qualifications:

Please provide the following additional information:

* Resume

* Unofficial Transcript

Thank you for your interest in working at the Dr. Martin Luther King Jr. Scholar's Mentorship Program Educational Center.
For assistance please contact:

Manisha Ford-Thomas, Director
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(845)257-2762 • fordthom@newpaltz.edu