



# CAMPUS EMPLOYMENT JOB POSTING

FOR MORE INFORMATION CONTACT  
ADMINISTRATOR CAMPUS EMPLOYMENT  
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**JOB TITLE**                      **LAB MONITOR**  
**DEPARTMENT**                **Interactive Media Development**  
**PROGRAM RELATED** **Interactive Media Development Program**

## QUALIFICATIONS

- Must be a 2nd or 3rd year student in the Interactive Media Development program.
- Knowledge of computers and software used in the IMD programs is needed.
- Must have knowledge of the IMD's Policies and Procedures.
- Required to attend an orientation and safety session.

## DUTIES

- Supporting a safe and respectful learning environment while performing light cleaning duties will be the daily routine.
- Lab Monitors will be expected to help other students with software operation and provide some tutoring on assignments where applicable and refer students to faculty for additional help if necessary.
- Some support loading software may also be needed at a much lower frequency.
- The successful applicant will be required to complete a daily checklist to ensure that labs are clean, tidy and that equipment and software are in working order.
- The Lab Monitor will report any issues with hardware, software and any other problems in the lab to the program coordinator.
- Work in compliance with the Occupational Health and Safety Act.

|                   |  |                |                |
|-------------------|--|----------------|----------------|
| VACANCIES         | 3  | JOB START DATE | September 2024 |
| PAY RATE          | \$17.20/hr   | JOB END DATE   | December 2024  |
| DEADLINE TO APPLY | Open until filled                                      |                |                |
| HOURS             | As scheduled to a maximum 120hrs per eligible semester |                |                |

### HOW TO APPLY:

*Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT [succi.com/student-jobs](http://succi.com/student-jobs)*