



COMPUTER LAB INSTRUCTOR

The Computer Lab Instructor will report to the IT Coordinator and will also fall under the guidelines as set by the Board of Directors. The position requires excellent interpersonal skills together with the belief in Christ that supports the fundamental principles of COFU. The job requires advanced computer skills including Word, Excel, Access, PowerPoint, Outlook and other Adobe programs, as well as the ability to do minimal desktop support troubleshooting. The Computer Lab Instructor will assist the Computer Lab Coordinator to ensure all equipment and lights are off at the end of the night and that the offices are locked.

DUTIES: To assist the Computer Lab Coordinator with the overall running of the COFU computer lab including ensuring client accountability using the sign in sheet. She/he will be responsible for overseeing all computer lab activities and instructing clients as courses are developed when the Computer Lab Coordinator is not available. Specifically to have computer lab instructors report computer and server operational malfunctions and proper use of computers by clients to the Computer Lab Instructor or Executive Director. The Computer Lab Instructor is also responsible for inputting new computer certification clients into the Microsoft tracking database, when the Computer Lab Coordinator is not available, with the approval of the Executive Director.

OBJECTIVE: Keeping the mission statement and vision of COFU at the forefront of all computer lab activities. To keep all activities focused within our vision as an organization.