

Student Employment Job Description

Job Title:	Graphics Lab Monitor
Department:	Visual Arts & Music Department
Rate of Pay:	2026/27 Academic Year \$15.00 per hour
Location:	Brown Hall 201 Columbia College 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Bethanie Irons
Responsibilities:	The Graphics Lab Monitor is responsible for supervising evening Mac Lab hours in Brown 201 and helping maintain a safe, respectful, clean, and productive working environment for students. Responsibilities include: Monitor lab access and student sign-in. • Ensure all students sign in upon entering the lab. • Lab hours are limited to students currently enrolled in a course that meets in Brown 201. • If a student who is not enrolled in an eligible course requests access, direct them to Bethanie Irons, Lab Faculty Supervisor, or Laura Ursprung, Department Chair. Promote a safe and respectful lab environment. • Ensure all campus safety policies and lab guidelines are followed. • Politely remind students of expectations when necessary. If a student continues to disregard safety policies, contact Campus Safety. • Report significant incidents occurring during lab hours to Campus Safety and an art faculty member, as appropriate. • Encourage students to respect one another, the equipment, and the shared classroom space. Supervise the appropriate use of lab equipment and supplies. • Monitor the proper use of computers, printers, scanners, and other classroom equipment. • Standard photocopy printers should only be used for materials related to ART courses. • Encourage responsible use of photo printers and supplies. Students should make test prints before producing multiple full-size prints to minimize waste. • If excessive or wasteful printing continues after a reminder, report the issue to the Lab Faculty Supervisor. Maintain the lab space. • Ensure that no food or beverages are consumed in the lab. Students should take breaks outside the classroom to eat or drink. • Encourage students to log out of computers when finished rather than using Sleep or Shut Down. • Make sure each mouse is plugged in and charging at the end of the evening. • Monitor the general cleanliness and organization of the lab and encourage students to clean their work areas before leaving. • Wipe down all screens, tables, and keyboards at the end of each shift. Provide basic peer support.

	• Assist classmates with projects and help them troubleshoot basic questions when appropriate. • Help create a welcoming and productive environment where students can successfully complete their coursework during lab hours.
General Expectations:	The Graphics Lab Monitor serves as a dependable and welcoming presence during evening lab hours, helping create a safe, organized, and productive environment for students. The ideal candidate is responsible, approachable, and comfortable assisting peers while working independently and responding appropriately to issues as they arise. • Demonstrate enthusiasm, punctuality, reliability, and strong organizational and communication skills. • Demonstrate the ability to troubleshoot, problem-solve, and respond appropriately to questions or issues that may arise during lab hours. • Perform all job duties in accordance with Columbia College's mission, vision, and values while contributing positively to the Visual Arts & Music Department. • Provide friendly, professional, and helpful assistance to students, faculty, staff, and visitors. • Communicate with respect, professionalism, and courtesy in all interactions. • Arrive on time and maintain consistent attendance during established lab hours. • Be available to work additional hours when needed, particularly around major project deadlines and during the weeks leading up to finals. • Complete additional responsibilities as assigned by the Lab Faculty Supervisor or department faculty.
Qualifications:	• Ability to fluently read, write, and understand the English language. • Proficiency with but not limited to active listening, speaking, writing, critical thinking, judgment and decision making, monitoring, reading comprehension, time management, coordination, and management of resources. • Proficiency for using a variety of computer and technology-related software and equipment, including Adobe Creative Cloud, Canva, Google Drive and Docs, and Microsoft Office products. • Proficiency in using web-based technologies, including database systems. • Ability to work independently and in a team environment, with or without direct supervision. • Excellent communication, interpersonal, customer service, and organizational skills. • Coursework completed in the arts. Preferred Core Competencies and Professional Experience: • Coursework completed in Graphic Design. • Experience using photo printers and scanners. Other Requirements: Ability to satisfy, within the parameters set by the College and consistent with applicable federal, state and local laws, a criminal background check as a condition of employment. Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals seeking accommodation should contact the Human Resources Department without delay. While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk, and hear. The employee is required to use hands and fingers to handle or feel; reach with hands and

	arms; climb or balance; and stoop, kneel, or crawl. Employee must be able to type on a computer keyboard and use a computer monitor on a regular basis. Work Conditions: The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is rarely exposed to outside weather conditions; however, possible exposure to hazards and physical risks to personal safety may occur while operating certain equipment. The noise level in the work environment is usually mild.
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