
Computer Lab Assistant

ATN **Lab Assistants** will help the regular staff in completing the daily tasks that occur in the lab.

Time Commitment: Varies, but at least 2 hours a week

Tasks/Responsibilities:

1. Assist with tutoring of computer programs such as Word, Excel, internet and email
2. Assist with tutoring of assistive software programs such as Kurzweil, Word Q, Inspiration, Academy of Math, Academy of Reading, Invest and Dragon Naturally Speaking
3. Assist with assistive technology needs of clients
4. Assist clients with questions and tasks
5. Answer calls and take messages
6. Computer work if related to skill level

Skills/Abilities:

- Reliable and dependable
- Quick starter
- Ability to learn new programs as needed
- Work independently with instruction
- Warm and friendly, likes people
- Computer skills are needed