
TQLLC Lab Assistant

TQLLC lab assistants will assist staff with clients when the lab is busy.

Time Commitment: As needed

Tasks/Responsibilities:

1. Assist clients and their support staff to fulfill their daily objectives
2. Provide step-by-step training to clients with long-term training plans
3. Monitor internet use by clients; make new clients aware of internet use policies and bring to the attention of staff any contravention of those policies

Skills/Abilities:

- Willing and able to work with persons with physical and development disabilities
experience with people with disabilities an asset
- Reliable, dependable, organized, responsible, available
- Able to work independently
- Working knowledge of at least two of the following:
 - MS Office Suite XP
 - Web-based email including sending attachments
 - Printer troubleshooting and monitoring
 - Scanner techniques (image resizing and manipulations an asset)