



UNIVERSITY
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L a f a y e t t e

STAFF VACANCY

COMPUTER LABORATORY ASSISTANT– COLLEGE OF NURSING AND ALLIED HEALTH PROFESSIONS (9 month position) – Join a CCNE accredited College of Nursing and Allied Health Professions with a reputation for quality education. University enrollment of 16,320 with 1,456 nursing majors. Responsibilities include computer training and technical support to faculty and staff upon request; maintaining the Student Computer Laboratory in a professional setting which is conducive to learning; maintaining of all computers and printers in the Computer Laboratory to insure that all are in good working order; maintaining inventory of nursing computer equipment; assisting in orientation activities and maintaining the operations of the Computer Laboratory; assisting in conducting scheduled tours of the Computer Laboratory; providing assistance to administration and faculty for teaching/learning and research needs by designing, printing, and coordinating production of graphics, brochures, recruitment materials, etc.; planning and implementing faculty development programs related to new computer and teaching technologies, website maintenance, and maintaining records of student and faculty usage of computer lab. Qualifications include bachelor or master’s degree in related field. Strong organizational, communication, analytical and computer skills are essential. Mail or fax resume by July 17, 2009 to Paula Guidry, College of Nursing and Allied Health Professions, University of Louisiana at Lafayette, P. O. Box 43810, Lafayette, LA 70504. Phone: (337) 482-5611; Fax (337) 482-5649, e-mail: pag3929@louisiana.edu. EEO/AA.

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