JOB TITLE:	**Lab Systems Assistant**
Department:	Computing and Applied Technology (CAT), School of Engineering and Technology (SET)
Location:	CAT/SET teaching laboratories, Dunlap Tech Building, Rm 201
Supervisor Name:	Erik Cummings
Supervisor Phone Number:	[563-589-3561]
Supervisor Email:	ecummings@dbq.edu
Duties and Responsibilities:	• The Department of Computing and Applied Technology is seeking a dependable, technically minded student employee to work 6-10 hours per week supporting the redesign and management of the CAT/SET teaching labs. • **Job responsibilities may include:** • Completing the hardware, software and network inventory of both laboratory rooms, including tracing and documenting existing network connections • Collecting and summarizing requirements from CAT faculty • Drafting network, account and security design documents, diagrams and equipment comparisons for faculty review • Building and testing configurations in a test environment • Preparing lab computers and virtual machines ahead of scheduled classes, and resetting as needed • Writing lab documentation and procedures, and providing first-line help with lab issues • Other lab projects and tasks as assigned • **Preferred qualifications:** • Major in a Computing and Applied Technology or related School of Engineering and Technology program, sophomore standing or above • Comfortable working with Windows and Linux, including at the command line • Clear written documentation, attention to detail, and the judgment to ask before acting • Experience with switches, routers, firewalls or virtualization (Proxmox, VMware, Hyper-V) is a plus
Classification	None
Purpose or Role within the Organization:	Supports the Department's redesign of its two teaching laboratories, with a build targeted for Spring 2027, and the ongoing preparation and maintenance of those labs for CAT and SET courses. Under faculty direction, the assistant takes on lab work that currently falls to faculty, and gains hands-on experience designing, building and running real IT infrastructure.
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Upon hire (Fall 2026) through the end of the Spring 2027 semester; renewable for 2027–28.
Evaluation Procedures & Schedules:	Weekly check-in with the supervisor; written evaluation at the end of each semester.

Affirmative Action/Equal Employment Opportunity Employer. For more information regarding the Jeanne Clery Act, please go to https://www.dbq.edu/SafetySecurity/JeanneCleryAct/