

# Information for Prospective Geography Lab Monitors

## Responsibilities

The primary responsibility of lab monitors is to provide technical assistance in the evening to students in GIS, Spatial Visualization, and other technically demanding geography classes. Each monitor works a four hour shift on a given afternoon or night each week. While monitors can trade shifts or ask an alternate monitor to cover for them, monitors should anticipate working the vast majority of weeks throughout the semester on their assigned time slot. As a monitor, you are responsible for finding a sub if necessary.

Lab monitors are responsible for being familiar with techniques currently taught in Geographic Information Systems (GEOG 320) and should be able to familiarize themselves with new techniques if the need arises. Lab monitors must understand concepts and be effective teachers and supportive of students who may be struggling with difficult assignments .

As a secondary responsibility, lab monitors work with Geography Department faculty members on projects that can range from research assistance to class preparation. It is the responsibility of lab monitors to communicate with their faculty sponsors to receive assignments and track their progress. Shift time not spent assisting students should be spent working on faculty projects. Each lab monitor may log a few additional hours each semester outside their normal work schedule to finish faculty projects if need be.

## Requirements

A good lab monitor candidate must previously have been a strong student in Geographic Information Systems (GEOG 0320). Preference will be given to candidates who have also taken courses such as Spatial Visualization (GEOG 0310), Historical Geography of North America (GEOG 0219), Environmental Remote Sensing (GEOG 1002), Planning with Maps (GEOG 0231), Practicing Human Geography (GEOG 0339) or Advanced GIS Geoprocessing (GEOG 0349), which make use of analysis and design software.

## Faculty Sponsorship

Each Geography Department faculty member is encouraged to work with a lab monitor to provide research or class preparation assistance. Available sponsors are listed below. Bill Hegman will additionally sponsor both alternate monitor positions.

Peter Nelson  
Timi Mayer  
Anne Knowles

Jeff Howarth  
Tracy Kugler  
Bill Hegman

## Available Shifts

Sunday afternoon, 1:00 – 5:00 p.m.  
Sunday evening, 7:00 – 11:00 p.m.  
Monday evening, 7:00 – 11:00 p.m.  
Tuesday evening, 7:00 – 11:00 p.m.  
Wednesday evening, 7:00 – 11:00 p.m.  
Thursday evening, 7:00 – 11:00 p.m.

Two alternate positions are available.

## Pay

Lab monitors are paid every two weeks according to the College's pay calendar. Hired monitors will need to fill out a green Student Payroll Authorization Form. If you have not before been employed on campus you will have to fill out some additional paperwork at the student employment office. The pay rate is \$8.70 per hour, and students are responsible for submitting their own hours for approval on Bannerweb every two weeks.

# Geography Lab Monitor Application

This is a competitive application process. More than one student may contact each faculty member asking for sponsorship, and we will choose students who we feel are best suited for the requirements of the job.

## How to Apply

- 1) Consider whether you have the requisite experience. Have you taken GIS (GEOG 0320) and would you feel comfortable teaching GIS concepts and techniques to others? Have you taken other classes that made use of ArcGIS, IDRISI, SPSS, Excel, the Adobe Creative Suite, and other software used in the Geography Department? Do you consider yourself good at troubleshooting and training yourself to use software that may have changed since you last used it?
- 2) Ask a Geography Department faculty member to be your sponsor. You will work with them on projects relating to their research or teaching. Be sure to ask them what types of assignments they envision giving you to gauge whether you may need any additional technical skills.
- 3) Fill out the application form to the right, have your faculty sponsor sign it, and **submit it in hard copy to Chester Harvey by 12:00 noon on Thursday, February 10<sup>th</sup>**.
- 4) Assignments will be announced by Monday, February 14<sup>th</sup> and shifts will begin shortly thereafter.

Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

What semester did you take GIS (GEOG 0320)? \_\_\_\_\_

Please rate your familiarity and confidence with ArcGIS and IDRISI software:

unfamiliar    **1 2 3 4 5 6 7 8 9 10**    very familiar

unconfident    **1 2 3 4 5 6 7 8 9 10**    very confident

Please rate your ability to teach GIS concepts and techniques to others:

unable    **1 2 3 4 5 6 7 8 9 10**    very able

What other Geography classes have you taken in which you have used analysis or design software?

\_\_\_\_\_

With what software besides ArcGIS and IDRISI can you provide technical assistance?

\_\_\_\_\_

Please circle all shifts you would be able available to work:

Sunday afternoon, 1:00 – 5:00 p.m.

Sunday evening, 7:00 – 11:00 p.m.

Monday evening, 7:00 – 11:00 p.m.

Tuesday evening, 7:00 – 11:00 p.m.

Wednesday evening, 7:00 – 11:00 p.m.

Thursday evening, 7:00 – 11:00 p.m.

Faculty Sponsor's Signature: \_\_\_\_\_