# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Student Digital Life / Computing Center at Cox Hall</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Technology Consultant</td>
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<tr>
<td>Classification Level:</td>
<td><strong>SA3</strong></td>
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<tr>
<td>Hours per week:</td>
<td><strong>minimum of 10; maximum of 20</strong></td>
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<td>Specific time periods required, if any:</td>
<td><strong>must be able to work Monday nights (8p - midnight)</strong></td>
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<td>Work Schedule:</td>
<td><strong>to be determined</strong></td>
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## Our hours of operation:

- M - Th: 9am - midnight
- F: 9am - 5pm
- Su: 1pm - midnight  (we are closed Saturdays)

### Responsibilities/Duties:
The Computing Center at Cox Hall is a technology-rich space designed to support individual scholarship, group collaboration, and faculty/student interactions. Student staff support all of the technologies within this space, which include highly interactive classrooms and group study spaces, audio/visual systems, 3D modeling and printing, multimedia development, Microsoft Office Suite, SMART technologies, student printing, and computer workstations.

Specific duties include:
- Maintaining a clean and inviting work environment
- Setting up technology for users in the tech lab, classrooms, and group study spaces
- Assisting users with available technologies and resolving all Tier 1 issues
- Advising users on Center policies and procedures
- Monitoring the equipment and taking appropriate actions to address alerts or to notify full-time staff
- Collecting usage data and feedback
- Providing referrals to users for services beyond the Center
- Opening and closing the facility
- Providing additional support as needed at labs and kiosks across campus

### Requirements:
Must have work study; freshmen, sophomores, and juniors preferred

Ability to work with university students, faculty, staff, and visitors, demonstrating professionalism, dependability, punctuality, and strong interpersonal skills

Ability to adhere to a set schedule, working a minimum of 10 hours per week that include a mix of day and night/evening hours

Working knowledge of Microsoft Office Suite

Experience using Macintosh and/or Windows operating systems
LIBRARY & IT
Request for New Student Assistant

- Strong communications skills (written and verbal)
- Desire to learn new technologies and skills
- Strong work ethic
- Ability to work with appropriate independence

Interviewer Name:

Contact Number and/or Email: tara.mccurley@emory.edu

Form Submitted by: Tara McCurley
Date: 9/8/15