**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Student Digital Life / Computing Center at Cox Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Technology Consultant</td>
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<tr>
<td>Classification Level:</td>
<td>SA3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$9.00</td>
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<tr>
<td>Available openings:</td>
<td>1 - 2</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10 – 20</td>
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<tr>
<td>Specific time periods required, if any:</td>
<td>May 16 – Aug 5 + Fall 2016</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>12p – 5:15 pm, Monday – Thursday (additional Friday hours also possible)</td>
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**Responsibilities/Duties:**

**Customer Service**
- Assist users with available technologies: computer workstations, printers, A/V systems, gaming consoles, et al
- Set up technology for users in classrooms & group study spaces and assist with events
- Loan and return games, controllers, and other equipment
- Advise users on Computing Center policies and procedures
- Provide referrals to users for services beyond the Computing Center

**Facility and Equipment Support**
- Open and close the facility
- Maintain a clean and inviting environment
- Monitor the equipment and take appropriate actions to address alerts and issues or escalate to full-time staff
- Conduct routine checks of EaglePrint printers across campus
- Provide support as needed at other SDL locations across campus

**Other**
- Collect usage data and feedback
- Assist with special projects, promotional activities, and team events

**Requirements:**
- Able to attend our orientation on **Friday, August 19th** (we will request early arrival status in the res halls for you)
- Dependable, punctual, and able to adhere to a set schedule
- Strong interpersonal, written communication, and problem solving skills, with the ability to work with students, faculty, staff, and visitors, demonstrating professionalism, maturity, and a willingness to help
- Strong work ethic, self-discipline, and able to work with minimal supervision
- Experience using Macintosh and/or Windows operating systems plus a working knowledge of Microsoft Office
- Desire to learn new technologies and skills

**Interviewer Name:** Tara McCurley

**Contact Number and/or Email:** LITS-studentjobs@emory.edu

**Form Submitted by:** Tara McCurley  
**Date:** May 5, 2016
LIBRARY & IT
Request for New Student Assistant