# 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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<tbody>
<tr>
<td>Position Title:</td>
<td>Cox 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>2</td>
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<tr>
<td>Hours per week:</td>
<td>10</td>
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**Specific time periods required:** Sun: 12:30–3p or 9–11:45p; Tue: 11a-1p or 6-8:30p; Fri: 8 – 11:15a

**Work Schedule:** 10 – 20 hours per week, including at least one Sunday shift and one Tuesday shift

# Responsibilities/Duties:

**Customer Service**
- Assist users with available technologies: computer workstations, printers, A/V systems, gaming consoles, etc.
- 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 issues or escalate to full-time staff
- Provide support as needed at other SDL locations across campus

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

# Requirements:

- Able to work ALL hours listed above for Work Schedule
- Dependable, punctual, and able to adhere to a set schedule
- Strong interpersonal and customer service skills, demonstrating professionalism and an eagerness to help users (faculty, staff, students, campus visitors) and fellow staff
- Strong problem-solving skills and able to remain calm under pressure
- Strong work ethic, self-discipline, and able to work with minimal supervision
- Able and willing to adapt quickly to and/or learn new technologies and skills

<table>
<thead>
<tr>
<th>Interviewer Name:</th>
<th>Dina Thornton</th>
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<tbody>
<tr>
<td>Contact Number and/or Email:</td>
<td><a href="mailto:LITS-studentjobs@emory.edu">LITS-studentjobs@emory.edu</a></td>
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**Form Submitted by:** Tara McCurley  
**Date:** 1/6/20