Request for New Student Assistant

Student Job Details

Team and/or Unit: Student Digital Life / Computing Center at Cox Hall
Position Title: Technology Consultant
Classification Level: SA3
Hourly Rate: $9.00
Available openings: 1

Hours per week: minimum of 10; maximum of 20
Specific time periods required, if any: must be able to open (8:45a - 10:45a or later) on Mondays
Work Schedule: to be determined, but will include a mix of weekdays and nights/weekends

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
Strong communications skills (written and verbal)

Desire to learn new technologies and skills

Strong work ethic

Ability to work with appropriate independence

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<tr>
<th>Interviewer Name:</th>
<th><strong>Tara McCurley</strong></th>
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<tbody>
<tr>
<td>Contact Number and/or Email:</td>
<td><strong><a href="mailto:Lits-studentjobs@emory.edu">Lits-studentjobs@emory.edu</a></strong></td>
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Form Submitted by: Tara McCurley

Date: 8/24/15