Job#: 50522  
Department: Information Technology Services  
Job Title: Classroom Support Representative  
Supervisor: Shawn Mason  
Phone #: 740-755-7798  
Email: mason.883@cotc.edu  
Hourly Rate: $8.75

Terms job is available:  
- Summer _X_  
- Autumn _X_  
- Spring _X_

Times job is available:  
- Mornings _X_  
- Afternoons _X_  
- Evenings _X_  
- Weekends _X_

Include specific information regarding level of responsibility, range and complexity of duties and training/experience required for this position.

Qualifications:
1. Experience with PC / or MacIntosh Computers. 
2. Familiar with standard software packages and operating systems (Windows 7, MS Office 2013). 
3. Ability to work with faculty and staff.  
4. Ability to work on information that is sometimes sensitive in nature.  
5. Excellent written and oral skills.  
6. Excellent customer service skills are a must.  
7. A strong technical aptitude is preferred.

Summary of Duties:  
Provide audio-visual and computer support in classrooms, labs, and meeting rooms. Provide audio-visual support for special events. Deliver and retrieve instructional equipment across rooms on campus. Regularly clean and maintain audio-visual and computer equipment. Make suggestions for improvements related to classroom technology. Work with faculty and staff to resolve technology issues. Open and maintain labs during scheduled hours. Assist lab users with hardware, software, and internet questions. Install and maintain software. Maintain printers and resolve printing issues. Monitor and request lab supplies.

This job does not replace a full-time employee.