

COTC - OSUN

Student Employment Job Description

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

Autumn

Spring

Times job is available: Mornings

Afternoons

Evenings

Weekends

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.

COTC Account #: 62030

OSU Org-Fund #: 09713-012510

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Students in this job provide services that are open, accessible and designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs Yes No

Students in this job provide services to students with disabilities Yes No

Background Check Required? Yes (SS or RD) No