



**POSITION:**

- **Digital Studio Student Consultant I**

**PURPOSE OF POSITION:**

- Support the integration of digital multimedia into the teaching and learning process
- Assist faculty and students in using related equipment and software

**REPORTS TO:**

- Instructional Designer II

**QUALIFICATIONS:**

- General knowledge of CSS, JavaScript, HTML, Dreamweaver, Flash, Photoshop and other web-related applications/technologies
- A working knowledge of web design
- A working knowledge of course management systems (Blackboard, Moodle)
- Familiarity with document and photo scanning, Optical Character Recognition (OCR), digital video, digital audio
- Willing to work 12-15 hours per week during the school year
- Strong communication and customer service skills
- Excellent problem-solving skills and attention to detail
- Must be willing to constantly learn about new technologies
- General knowledge of current Windows and Apple operating systems

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Teach, assist, and instruct the clients of the Teaching & Learning Digital Studio, including faculty and staff members as well as students
- Work on special web/multimedia projects
- Assist in the maintenance of the Teaching & Learning Digital Studio
- Maintain a satisfactory level of proficiency in digital technologies and software