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