** STUDENT JOB OPPORTUNITY**

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| **JOB TITLE: *Innovation Lab Assistant***  |
| **DEPARTMENT: Information & Technology Services - ITS** |
| **CONTACT PERSON/EMAIL/PHONE #:** Linda Macaulay, Instructional Technologist, 717-361-1554, macaulayl@etown.edu. **TO APPLY: Submit a resume with two references (at least one from Elizabethtown College faculty) to:** macaulayl@etown.edu **Deadline for application: Friday, October 14, 2016** |
| **STUDENT JOB DESCRIPTION:** The Student Assistant will maintain and support the Innovation Lab in Nicarry and train faculty and students on the use of the technologies available there. The Student Assistant will create and edit videos showcasing technology tools and innovative uses of technology. This position may also require writing content for ITS newsletters and ITS Blog that would appeal to students, faculty and staff as well as updating documentation on the ITS Knowledgebase. *The position is available beginning immediately and will continue into at least the Spring 2017 semester.***DUTIES:*** Maintain technologies available in the innovation lab, including 3D printer, robots, and telepresence robot.
* Support and train faculty and students using the innovation lab technologies.
* Create and update training materials and support documentation for the innovation lab technologies and other learning technologies available at the ITS Help Desk.
* Plan, create and edit videos showcasing innovative uses of technology on campus, training users on ITS resources, and spotlighting student help desk staff.
* Update existing Knowledgebase content and create new content as needed.
* Occasionally, provide phone and walk-in instructional technology support to faculty or students.

**QUALIFICATIONS:*** Must be independent, organized, self-motivated.
* Must have strong written and oral communication skills.
* Ability to type accurately and quickly.
* Experience using Camtasia and/or Adobe Premiere for video creation and editing.
* Basic knowledge of HTML and experience with CSS styles is preferred, but not required.
* Ability to prioritize multiple tasks in a fast-paced environment.
* Ability to work within strict deadlines and follow specific task checklists.
* Good interpersonal skills and desire to be a team player.
* Creative problem-solving skills.
* Broad range of expertise in general operations of a computer and Office programs.

**PHYSICAL DEMANDS*** Regularly required to remain seated in a normal position for long/extended periods of time.
* Occasionally required to stand for long/extended periods of time.
* Regularly required to move about.
* Regularly required to climb stairs.
* Regularly required to maintain balance while walking, standing, crouching, or running.
* Occasionally required to reach up and out with hands & arms.
* Regularly required to talk and hear; verbally express information or instructions.
* Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
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| **HOURS and/or HOURS PER WEEK REQUIRED:** Daytime hours, M-F. Approx. 10-20 hours per week. |
| **PAY RATE:** $7.75 / HR |
| **SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):**  |

 AA/EOE REV 2/14/2012