Program/AV Support Staff
Osher Lifelong Learning Institute at the University of Delaware (OLLI)
Location: 1201 College Park Drive, Dover, Delaware

OLLI is a membership cooperative within the Division of Professional and Continuing Studies. OLLI provides opportunities for educational, cultural and intellectual development for individuals age 50+. Over 60 enthusiastic, creative and energetic volunteer instructors teach courses each fall, spring and June semesters.

Part-time, non-benefited, 20-30 hours per week during each semester, paid hourly. Occasional work in Sussex County, DE.

Primary Responsibilities:
- Educate and assist volunteer instructors and staff administrators with the set-up and operation of audiovisual and computer equipment including adjusting color, sound and tone correctly.
- Troubleshoot problems with equipment, perform routine maintenance and bring repair or replacement needs to the attention of the manager.
- Physically arrange classrooms.
- Perform administrative duties as assigned.

Qualifications:
- High school degree or equivalency required.
- Comfortable working with technology.
- Ability to give friendly, clear instructions to people who have limited technical knowhow.
- Flexibility to prioritize and handle simultaneous requests, peak workloads and emergencies.
- Reliable attendance.
- Ability to lift, stack and move tables and chairs.

Apply:
Please send your resume, with contacts for 2-3 references to Anna Moshier at amoshier@udel.edu

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit http://www.udel.edu/home/legal-notices/.