Program / Technical Support Assistant – Part Time, Miscellaneous Wage
University of Delaware, Division of Professional & Continuing Studies at the Lifelong Learning Inst.
Primary Location: Fred Thomas Building at 520 DuPont Avenue, Lewes, Delaware.
Secondary Location (occasionally) : 1201 College Park Drive, Dover, Delaware
Deadline: September 1, 2017

Osher Lifelong Learning Institute at the University of Delaware (OLLI) is a membership organization which provides cultural and intellectual development for area residents, age 50 and older. The organization is managed by a volunteer Council elected from the membership and is supported by a Program Manager and Administrative Assistant, both employees of the University’s Division of Professional and Continuing Studies. Instructors are volunteers. The person in this position provides program and technical support to volunteer instructors and staff administrators.

REQUIREMENTS:
Hands on experience setting up, operating, maintaining, configuring and troubleshooting audiovisual and computer equipment and computer network in a classroom and office environment. Proficiency in Microsoft Office, Google Apps, iPad operating systems and computer networking. Ability to give friendly, clear instructions/assistance to people (including instructors) who have limited technical knowhow. Flexibility to prioritize and handle simultaneous requests, peak workloads and emergencies. Ability to manage time efficiently. Reliable attendance essential.

POSITION DETAILS: This is a part-time, approximately 15 hours per week, non-benefitted position, Mondays through Thursdays, during two 10-week Semesters (Fall and Spring), and a 4-week program in June and some additional time between semesters. The primary location would be at the Osher Lifelong Learning Facility at Fred Thomas Building, 520 DuPont Avenue, Lewes, Delaware with occasional time spent at the 1201 College Park Drive, Dover, Delaware facility.

TO APPLY: Please send resume, one page cover, and three references with names, telephone numbers and addresses to: amoshier@udel.edu

June 26, 2017