AV / IT Classroom Support Staff
Osher Lifelong Learning Institute at the University of Delaware (OLLI)
Location: 2700 Pennsylvania Avenue, 115 Arsht Hall, Wilmington, Delaware

OLLI is a membership cooperative within the Division of Professional and Continuing Studies within the University of Delaware’s Graduate College. OLLI provides opportunities for educational, cultural and intellectual development for individuals age 50+. Over 300 enthusiastic, creative and energetic volunteer instructors teach courses each fall, spring and July semesters in-person, online and using hybrid technology.

This position is a part-time, non-benefited position 20 hours per week, Monday through Friday during fall and spring semesters only, paid hourly. Hours will be regular after training and within the 8:00 am to 5:00 pm workday. Work will be conducted on location in Arsht Hall. Adherence to the University’s COVID-19 health and safety protocols is required.

Primary Responsibilities:
• Educate and assist volunteer instructors and staff administrators with the set-up and operation of audiovisual and computer equipment in the classroom.
• Troubleshoot problems with equipment, perform routine maintenance and bring repair or replacement needs to the attention of the manager.
• Physically arrange classrooms.

Qualifications:
• High school degree or equivalency required.
• Experience working with technology including MS Office, Zoom, PC and Apple products, web cameras, video cameras and microphones.
• Ability to give friendly, clear instructions to people who have limited technical experience.
• Flexibility to prioritize and handle simultaneous requests, peak workloads and emergencies.
• Reliable attendance.
• Ability to interact with a diverse population.

Apply:
Please send your resume, with contacts for 2-3 references to Andrea Majewski at ajwm@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/.

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