Part-Time Classroom/AV Support Staff, Osher Lifelong Learning Institute at the University of Delaware

Department: Division of Professional and Continuing Studies
Location: Osher Lifelong Learning Institute in Kent and Sussex Counties
Application Deadline: Until Filled (applications reviewed upon receipt)

Context of the Job:
The Osher Lifelong Learning Institute (OLLI) at the University of Delaware is a year-round learning cooperative that provides opportunities for intellectual growth and social and cultural enrichment for adults age 50 and older. The program is developed and conducted by its members, with the support of the Division of Professional and Continuing Studies. Under the general direction of the program coordinator, the classroom/AV support staff person provides classroom and technical support to volunteer instructors and staff administrators. This position will primarily work out of the Lewes office.

Major Responsibilities:
• Set up, operate, maintain and troubleshoot audiovisual and computer equipment and computer network in a classroom.
• Ability to give friendly, clear instructions to people who have limited technical knowhow.
• Physically arrange classrooms.
• Schedule classes each semester.
• Available for special events, such as, open house, walk-in registration, instructor orientation, and semester-end celebrations at any OLLI Kent/Sussex location.
• Use basic word processing, spreadsheets and database applications. Create documents related to classroom and equipment use.
• Flexibility to prioritize and handle simultaneous requests, peak workloads and emergencies.
• Ability to manage time efficiently. Reliable attendance essential.
• Assist in daily operations as needed.
• Perform other job-related duties as assigned by supervisor.

Qualifications:
• High school degree or equivalency required.
• Comfortable working with technology.
• Ability to lift, stack and move tables and chairs.
• Ability to use word processing, spreadsheets and database applications.
• University experience desirable.

Compensation/To Apply: This is a part-time, miscellaneous wage position with no university benefits. Compensation commensurate with experience. Please send a cover letter, resume, and three work references to Sally Cole scole@udel.edu.

Hours: Schedule varies depending on semester schedule. Usual hours of semester operation are between 8am and 4pm, with no more than 29 hours per week. This position is a back-up position to cover staff vacations, holidays, high peak work periods, registration, and sick days. Must have a reliable vehicle and be able to travel throughout Kent and Sussex Counties. As a higher education institution, it is expected that part-time, miscellaneous wage employees will not work between semesters.

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 https://www.udel.edu/home/legal-notices/.