Multimedia Assistant (Part-time), Student Multimedia Design Center

DEADLINE: Open until Filled

Description: Provide excellent public service and technical assistance to Library users in the Student Multimedia Design Center. Assist library users with the over 80 computer workstations and related software applications, providing technical support for 6 multimedia studios and 2 hands-on instruction rooms. Assist users with the Microforms and CD-ROM collections and related equipment; Library copiers; and also other Library-related items, such as DELCAT and databases. Use OCLC WMS to perform circulation functions for the multimedia equipment for loan. Assist users with cashier functions using a register. Provide functional supervision for student workers, which includes training new student employees. Interpret and execute University and Library policies and procedures. Create promotional or informational content related to the resources in the Student Multimedia Design Center to display in the site. Assist with student training activities and provide feedback on student multimedia projects. Perform other related duties as assigned.

Qualifications: Requires intermediate knowledge of multimedia software applications and hardware, specifically video editing software, such as iMovie, Adobe Creative Suite products, and Final Cut Pro, on MacOS and/or Windows and video cameras; ability to troubleshoot networking, software and hardware problems; ability to transfer technology concepts across applications; and ability to communicate technical information to people with various levels of computer expertise and interact with people of all ages and diverse backgrounds. Effective communication and interpersonal skills in individual and group settings. Previous public service experience preferred. Special Requirements: Ability to lift and move, with or without assistance, computer equipment weighing up to 50 pounds. (Please note specific multimedia experience on application form / resume.)

Hours: Position scheduled to work approximately 20 hours per week, chosen from among the following available shifts: Sundays 11am – 3pm; Mondays – Tuesdays 10:00 am – 3:00 pm; Wednesdays 10:00 am – 5:30pm; Thursdays 10:00 am – 12am; Fridays 4pm – 8pm; Saturdays 9am – 12pm or 4pm – 8pm. There may be some flexibility in these hours during Fall and Spring semesters. Reduced hours during winter and summer session and other intersession periods may be possible, as well.

Pay Rate: $13.00 per hour.

To Apply: Submit a resume and cover letter to Eve Ellis, Technology Support Specialist I, Student Multimedia Design Center, 055 Morris Library, 831-8832, eellis@udel.edu.
Learn more about the Student Multimedia Design Center at library.udel.edu/multimedia.