

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 manager/coordinator, the classroom/AV support staff provides classroom and technical support to volunteer instructors and staff administrators. **This position will primarily work out of the Lewes and/or Ocean View offices.**

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.
- Available to assist with 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 is 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 and specifically Zoom.
- Ability to lift, stack and move tables and chairs.
- Ability to use word processing, spreadsheets and database applications.
- University experience is 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 kasen@udel.edu

Hours: This is a part-time, 29 hours per week or less, miscellaneous wage position with no university benefits. Variable schedule between the hours of 8 – 4 Monday-Friday. As a higher education institution, it is expected that part-time, miscellaneous wage employees will not work between semesters although other hours will be needed immediately before and after each semester.

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/>.

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