

SCI-Arc FABRICATION SHOP

JOB TITLE:

DIGITAL TECHNOLOGY ASSISTANT

JOB DESCRIPTION:

Under the direction of the Fabrication Shop Manager, the Digital Technology Tech will be responsible for the following duties:

- Assist in the integration of traditional Shop operations into digital realm via Apps/Google Drive/Google Docs/iOS/MS Teams/Zoom
- Maintenance/Development of Shop mobile App
- Maintenance of Shop Reservation System
- Assist in troubleshooting basic computer/systems issues
- Create/develop cross-platform documents and programs
- Assist with the creation/editing/web dissemination of video Shop tutorials
- Assist with the creation/network dissemination of written Shop tutorials
- Advise in hardware/software applications which will boost Shop efficiency
- Research new technologies that will benefit Shop operations
- Enforcement of all Shop policies and protocols
- Other duties, as assigned

Digital Technology Assistant candidates should have the following qualifications:

- Proficient computer/software skills (CAD/Adobe Illustrator Suite/etc.)
- Some background in computer hardware systems is preferred but not required
- Fluency in all forms of Social Media
- Proficiency in Android and/or iOS platforms
- Vision to help create new systems from the ground up
- Ability to complete the bulk of work/assignments "Remotely"
- Ability to attend 1-hour weekly in-person Team meetings
- Completion of online **Woodshop Safety** training
- Completion of online **Laser Cutter Safety** Training

Digital Technology Assistant candidates should possess the following qualities:

- Strong work ethic
- Reliability
- Punctuality
- Patience
- Attention to detail

DURATION OF ASSIGNMENT:

ONE TERM

HOURS EXPECTED TO WORK:

4-10 HRS/WEEK MIN

PAY-TYPE:

WORK-STUDY PROGRAM

SUPERVISING DEPARTMENT:

FABRICATION SHOP

INSTRUCTIONS:

Submit completed applications to rodney_rojas@sciarc.edu