

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/Social Media/SCI-Arc Share/Google Drive/Google Docs/iOS/etc
- Assist in troubleshooting basic computer/systems issues
- Create/develop cross-platform documents and programs
- Assist with the creation/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
- To dress appropriately for work environment
- Other duties, as assigned

Digital Technology Assistant candidates should have the following qualifications:

- Advanced computer/software skills (including coding/MS Excel)
- Solid background in computer hardware systems (workstations to mobile devices)
- Fluency in all forms of Social Media
- Proficiency in both Android and iOS platforms
- Vision to help create new systems from the ground up

Digital Technology Assistant candidates should possess the following qualities:

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

DURATION OF ASSIGNMENT:

FALL TERM

PAY-RATE:

\$12.00/HR

HOURS EXPECTED TO WORK:

4-10 HRS/WEEK MIN

NUMBER of POSITIONS:

2-6

PAY-TYPE:

WORK-STUDY PROGRAM

SUPERVISING DEPARTMENT:

FABRICATION SHOP

PHONE NUMBER:

APPLY IN PERSON

CONTACT:

Fabrication Shop Manager (located in the Magic Box)

INSTRUCTIONS:

Please apply in person with the Fabrication Shop Manager (located in the Magic Box)
Monday-Friday, between 9am-4pm