PURPOSE

Office Consultants staff the IMS office during normal business hours (Monday - Friday, 8:00am - 5:00pm). Office Consultants work with the IMS Administrative Assistant to make sure all office tasks are completed. Office Consultants must also work with multimedia equipment elsewhere on campus.

DUTIES

1. Deliver, set up, test, and pick up multimedia equipment
2. Test equipment for upcoming evening presentations
3. Transfer recorded video to DVD
4. Inspect and clean returned checkout equipment
5. Assist the IMS Administrative Assistant with equipment checkout
6. Answer the IMS phone, if necessary
7. Verify functionality of projection equipment in the auditoriums
8. Write and update documentation for the website
9. Ensure the IMS office is locked when unstaffed
10. Practice operating any equipment in the IMS office
11. Other duties as assigned

REQUIRED SKILLS AND ABILITIES

1. Ability to be prompt and dependable. If you are unable to work an assigned shift, you are responsible for finding a substitute.
2. Must be comfortable in the basic operation of Windows XP and OSX computers.
3. Setup of computer projection equipment
4. Ability to learn the operation of data projectors, VCRs, DVD players, and other video equipment

Starting wage: $9.00/hour