POSITION SUMMARY

This position will support the Library in the area designated as Markerspace. The student will perform basic maintenance on the equipment and give instructions on the proper use of the Markerspace equipment. Will be responsible for miscellaneous task as well as for scheduling and completing 3D requests. Required to provide high level information. May interact one-on-one with students. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Provide general information related to the department
2. Maintain inventory
3. Set up learning environment (such as labs, classrooms, etc.)
4. Check out equipment
5. Event preparation and support
6. Collect and record data
7. Maintain knowledge of multiple programs
8. Provide limited technology support to end users
9. Guided tours
10. Interpret regulations and policies

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
- Lift objects weighing up to 20 lbs.
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing
- Use or repair small/light equipment such as power tools