



STUDENT EMPLOYMENT OPPORTUNITY

Job Title: Distance Education Support Tech

Rate of Pay: \$7.95

Begin Date: 08/22/2011

End Date: 05/11/2012

Work Site: Neal Campus Kingman, ext. 1270

Supervisor's Name: Ana Masterson

Specific duties performed on a regular basis:

1. Lead Angel Orientation and Computer Survival Skill Workshops.
2. Provide one-to-one support to any students (online and on ground) needing assistance with Angel navigation.
3. Provide one-to-one support to any students (online and on ground) needing support with basic computer skills.
4. Coordinate with TSS tech on maintenance of ITV room equipment checks, resupply of consumable resources and assist with delivery of instructor materials to the ITV classroom.
5. Create and distribute flyers and coordinate with campus students services to promote support for students working in the virtual environment.

Skills/Qualifications needed:

1. Strong computer skills with special emphasis on MS Office 2007, Publisher, Imail, Outlook, and Internet Searches and familiar with the use of the MCC electronic library resources.
2. Excellent communication skills including: telephone, email, public speaking and interpersonal communication.
3. Good organizational skills; able to follow complex directions and self directed.
- 4.
- 5.

Things your supervisor would like a student employee to understand about working in this department:

Requires strong computer skills and experience with online learning. Requires the ability to speak to and lead small group workshops.