

HAMILTON COLLEGE POSITION DESCRIPTION

Position Title: Student Technical Assistant
Department: Information Technology Services / Audiovisual Services Team
Supervisor: Multimedia Systems Technician
Date: April 2007
Contact: Matt Granato- mgranato@hamilton.edu

1. POSITION SUMMARY

Student Technical Assistants are responsible for proactively running system checks in Technology Enhanced classrooms on campus. This includes TE teaching podiums, touch screen control systems, DVD, VHS, and stereo amplifier equipment. STA's are responsible for monitoring classroom equipment in order to keep it in top operation. They are required to learn basic troubleshooting techniques to aid them in resolving and reporting equipment failure.

2. MAJOR RESPONSIBILITIES

- Check and clean TE classroom equipment on campus weekly
- Follow a standard list of procedures to check TE classroom equipment
- Learn and perform basic troubleshooting and minor maintenance of malfunctioning TE classroom equipment
- Maintain regular communication with the Multimedia Systems Technician about condition of TE classroom spaces.
- Reporting missing, lost, or stolen equipment from TE classrooms.
- Reporting problems detected with equipment using "Track It" to highlight further TE classroom service needs.

3. JOB REQUIREMENTS –

- Must be familiar with computers and some audiovisual equipment (dvd, vhs, amplifiers, etc).
- Willing to work independently with minimal supervision
- Must be able to record and communicate equipment assessments through a computer based system
- Must be able to repetitively complete system checks with a high level of accuracy and attention to detail
- Must be a rising Sophomore, Junior, or Senior class member

4. SPECIFIC SKILLS/ABILITIES –

Student should possess good communication, and organizational skills. Should be responsible, trustworthy, punctual, and pay attention to detail. Any level of technical skill with computers, or electronics would also be beneficial.