

Regular Student Employment Position Available

BEGINNING FALL 2015

A student worker position is available with the Instructional Development Services within the College of Education and Human Services (COEHS) at Western Illinois University.

To apply, you will need to fill out our online employment application at
<http://www.jotform.us/coehsids/jobapplication>

Multimedia Specialist

This position is located in the Interactive Multimedia Lab (IMM) and Technology Resource Checkout (TRC) division of the Instructional Development Services. The IMM/TRC is a service within the college where COEHS students, faculty, and staff can check out a variety of technology equipment as well as receive just in time training in a one-on-one or small group setting for students, faculty, and staff choosing to use emergent technologies in their teaching and learning. Visit our website for more information at <http://www.wiu.edu/coehs/technology>.

The successful candidate will work in the Interactive Multimedia Lab (IMM Lab) and Technology Resource Checkout (TRC) focusing on a variety of activities centered around training and support for students and faculty using the IMM Lab and checking in and out technology equipment in the TRC.

Preferred Qualifications:

Experience in Education or Instructional Design and Technology or an equivalent field is preferred. Applicants must exemplify strong work ethic and communication skills. All applicants should be proficient in the implementation of technology, able to work with current software applications, and will be expected to support both Macintosh and Windows platforms. Experience with laptop computers, iPads/tablets, mobile devices, and wireless communication is a plus.

Responsibilities:

These activities will include, serving as a front desk receptionist, scheduling training appointments, learning current multimedia software packages, administer one-on-one training for students and faculty, performing basic repairs, maintenance, and upgrades to Macintosh and PC operating systems, and assisting with printing, copying, and preparing training materials utilized in IDS events.

Western Illinois University is an Equal Opportunity Employer.