



Academic and Information Technology

A Group of Academic Technology and Creative Services

Position: Academic Technology Student Assistant

Starting hourly wage: \$9.50

Hours per week: 10

Application deadline: open until filled

Duties and Responsibilities:

Assist staff with the development of online teaching & learning resources. Assist with the development of web pages, the delivery of workshops, software research, and in testing/troubleshooting applications. Assist with office tasks, which may include: burning CDs, filing documents, photocopying, supporting front desk, preparing Word and Excel files.

Qualifications:

- Currently enrolled in a minimum of six (6) units at CSUS
- Ability to troubleshoot and resolve software problems
- Ability to work independently with general supervision
- Ability to prioritize projects and multi-task
- Excellent communication skills (verbal and written)

Experience

- Skilled in using Microsoft's Excel and Word
- Experience using Mac and PC operating systems
- Experience developing web pages/sites, has a working knowledge of HTML
- Experience with Dreamweaver or equivalent
- Experience providing excellent customer service
- Experience using SacCT as a student

Desirable Knowledge & Experience

- Knowledge of online teaching & learning pedagogy
- Experience facilitating workshops or creating training material
- Experience creating graphics, video or illustrations
- Pursuing a degree in Education or Technology field

Application:

To apply for this position, please complete an [Academic Technology & Creative Services Student Assistant Application](http://www.csus.edu/atcs/employment.htm) at <http://www.csus.edu/atcs/employment.htm> (do NOT include Social Security Number). Send application and resume to Raymond Pina (rapina@csus.edu) with subject line, "Student Assistant Application".