Position Available: Student Assistant- Multimedia Labs- Georgia Tech Library (3rd floor)

Student Assistants will provide support for the Library’s Multimedia program. They assist in supporting the Video & Audio studio as well as creating training materials for users of the Library’s new Media Scholarship Commons, and Teaching Studio. (http://library.gatech.edu/multimedia-studio).

There is a Video production studio equipped with Lightboard, two Black Magic Broadcast cameras, along with a video editing suite. You may find out more information at the link above. The lab also features an Audio production space equipped with podcasting and voice–over equipment. Student assistants will report to the Multimedia specialists in the library. Students provide basic customer support in the studios, as well as assisting with small training sessions in the library. They also create learning modules and training materials for users of the space. This position is an on-campus job, in the lab, however due to COVID, remote working alternatives can be arranged for a portion of your time when we discuss hours. Students must be responsible and a self-starter, willing to take initiative and learn concepts you are unfamiliar with.

Job Duties:

- Providing basic orientations and one-on-one help consultations to users of the Media labs.
- Preparing and assisting with events such orientations and small group training sessions.
- Creating online training materials to assist campus users.
- Creating promotional media for the spaces (Videos, Demos, Training guides etc)
- Running reports or creating visualizations based on use data we gather.
- Tracking inventory and testing equipment and hardware.
- Meet users who have made reservations to use the studio and answer basic questions
- Provide tours to people during open house days
- Other duties as specified by Multimedia Librarian

Required (or Preferred) Skills:

- Working knowledge of Adobe Creative Suite
- Interest in Graphic Design and Media Creation software/ hardware
- Working knowledge or high level of interest in Audio Production
- Working knowledge or high level of interest Video Production and Post Production Techniques
- Ability to communicate and work well with a diverse staff
- Working knowledge of basic office equipment and machines
- Good communication skills and attention to detail
- Interest in Peer-leadership opportunities such as leading small training sessions

Hours will generally be between 9-6 Monday-Friday, up to 20 hours a week, dependent on availability. $10-$15 hourly.

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This position is scheduled to begin Jan 14, 2021.
In order to expedite filling the position if you are interested please send a brief statement of interest and your resume and/or skill set. Applications received prior to December 12, 2020 will receive priority.

Contact Alison Valk
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