**Technology Training & Integration**

**Title:** Student Technology Assistant

**Location:** University Hall, 5th Floor, UN5100

**Job Type:** Either Student Assistant or Federal Work Study

**Days Needed:** Monday – Friday (flexible)

**Job Description:**

The Student Technology Assistant will work with the TT&I team to assist the University community with the Canvas Learning Management System and other technologies. The Assistant will also be required to support the Instructional Designers with course design projects and maintain the computers in the TT&I training labs.

**Primary Responsibilities:**

- Develop and maintain a mastery of the Canvas LMS
- Maintain PCs and Macs in training labs
- Support faculty, staff and student users with their Canvas courses and communities,
- Troubleshoot related technical issues
- Provide user support in a timely manner via phone, email, one-on-one’s etc.
- Provide training and walk-in support as needed
- Work together with the TT&I trainers and instructional designers to support and promote technology integration
- Provide support for MS Office applications, web conferencing tools and other academic and administrative applications
- Collaborate with Instructional Designers on designing courseware using PowerPoint, Articulate Storyline, the Adobe Suite, etc.
- Work on projects related with skills and knowledge of HTML, CSS, and JS.
- Perform other duties, as assigned

**Qualifications:**

- Student should have good organizational skills and be dependable
- Communication skills are also highly desired

**Application Instructions:**

Please send resume to Robin Walker at walkerr@mail.montclair.edu.