Language Learning Technology

Title: Computer Lab Setup Specialist

Location: University Hall, 3211

Job Type: Either Student Assistant or Federal Work Study

Days Needed: Flexible

Job Description:

Language Learning Technology (LLT) is located in Conrad Schmitt Hall and boasts some of the most technologically-advanced instructional and meeting spaces on campus including 5 computer labs. LLT helps students learn and master languages and linguistics. LLT helps faculty teach and conduct research. We offer the best teaching and learning environments on campus and beyond.

Primary Responsibilities:

Under the supervision of the Director of Language Learning Technology and Language Lab Supervisor, the LLT Computer Lab Setup Specialist will:

- Develop and maintain Mac OS, Windows, and Linux desktop and laptop computer setups with a focus on configurations that are user-friendly and supportive of languages other than English.
- Implement enterprise deployment and maintenance tools like Apple's Remote Desktop, Munki, and DeployStudio; Microsoft's Remote Desktop, Microsoft Deployment Toolkit (MDT), Windows Deployment Services (WDS), and Windows Software Update Services (WSUS); and Secunia's CSI, with an attention to configuring client/server applications.
- Deploy curricular applications such as NetOp School/Vision Pro.
- Perform routine maintenance on public systems.
- Be familiar with Change Control systems.
- Write setup or other documentation for changes as appropriate.
- Must have a knowledge of directory services (Microsoft's Active Directory including limited local and AD group policies).

Qualifications:

The ideal candidate has deployed operating systems and applications to workstations using workstation management tools and/or group policies.

He or she should have a background in foreign language learning and instruction, interpretation and/or translation (literary, business, medical, etc.), computer-assisted instruction, and have proficiency in at least one foreign language (preferably those taught at Montclair State University) in addition to excellent communicative skills in English.

Must have working knowledge of technology. Willing to follow and enforce policies and procedures. Team player.

Application Instructions:

Apply via email only, please to vasat@montclair.edu Or attend the part-time, on campus job fair on Thursday, September 8th, Student Center Ballrooms, 12 noon - 3:00 p.m. to apply in-person. Include résumé and detailed...
descriptions of computer setup and deployment projects including tools and technologies used. This assignment has the possibility of extension based on departmental need and incumbent performance following a 6-week review.