

Berkeley School of Theology
STUDENT EMPLOYMENT OPPORTUNITY/
JOB DESCRIPTION

Posting date:

Department/Organization: Administration

Supervisor: Vice President of Finance & Administration

Job title: Digital Learning Technical Support Assistant

Job description: Under the supervision of the VP of Finance, the Digital Learning Technical Assistant trains faculty, and staff on using specific technological tools that help facilitate teaching and learning. The Digital Learning Technical Support Assistant will primarily teach faculty and staff, how to use the Touchscreens in all hybrid classrooms in Hobart and Karpe Halls and troubleshoot technical issues that take place during classes and meetings. Additionally, the Digital Learning Support Assistant will help facilitate the technical aspects of some BST hybrid events and lectures.

Essential Duties and Responsibilities:

- Train various faculty, and staff to use the various features of the touchscreens in hybrid classrooms
- Troubleshoot technical issues that take place with the Touchscreens during hybrid classes and meetings
- Monitor Zoom during BST hybrid events and lectures
- Assist Staff and faculty with technical issues that arise with Zoom conferencing software,

The Digital Learning Technical Assistant *must work all hours on-campus*. This position does not have a remote option. Additionally, a flexible schedule is necessary for this position. The Digital Learning Technical Assistant should schedule their working hours during the days/times when BST hybrid courses are taking place, so that they can be available to troubleshoot any technical difficulties. The position's schedule may vary each semester based on days/times that BST courses are offered.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Skillful interpersonal and oral communicator who can provide step by step instructions for using specific technical tools
- Comfort and confidence using educational technologies
- Comfort teaching and training individuals with little to no technical experience
- Great facility and interest in learning new technological tools
- Some experience with online learning or educational technologies for teaching
- Direct experience with the BST Touchscreens, Zoom,

Hours per week: minimum 10

Date job is to begin:

Hourly rate:

Apply to: Yvonne Watson, Vice President of Finance and CFO

Tel/Email: ywatson@bst.edu

Application deadline: Position open until filled. Interested students should email Yvonne Watson at the email shown above. Provide a brief description of your knowledge and experience with smart classroom technologies.