CLARENDON COLLEGE

STUDENT
JOB POSTING
REQUEST

Semester: <u>FALL 24 & SPRING 25</u>

Job Location: <u>Computer Services</u>

Job Description: <u>Information Technology Assistant</u>

Job Requirements (if any): <u>Responsible for assisting the Director of Information Services and Computer Operations with day to day operation and proctoring of the Zoom conferencing system and related tasks such as;</u>
1. Assisting instructors setting up Zoom conference,
2. Assist instructor with classroom material,
3. Assistance with Zoom PC system,
4. Assisting instructors using the projectors and displays,
5. Perform general IT tasks,
6. And showing up on time.

Contact Person: Will Thompson Phone: <u>806-874-4816</u>

Contact Location: <u>Courson Building, Room 107</u>

Special Notes: <u>The following character traits are more valued than technical abilities;</u>
1. <u>Dependable; must be on time and willing to work.</u>
2. <u>Can Do Attitude; must have an attitude that is willing to help.</u>
3. <u>Finally, the person hired for this job must be willing to learn.</u>