

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

POSITION: ITV Technician/Facilitator

PURPOSE: Operates ITV equipment for ITV classroom and serves as a liaison between instructors and students.

DEPARTMENT: Distance Learning

CONTACT PERSON: Heather Lanier

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:

Operate ITV equipment for curriculum classes.

Serve as a liaison between instructor/student when the instructor is located at another institution. This may include carrying out class procedures identified by the instructor, taking attendance, collecting assignments, and proctoring assessments.

File and keep accurate information

Exercise confidentiality and use discretion appropriately

Assist staff members and students

Package course materials for mailing and deliver

JOB QUALIFICATIONS:

Good verbal and written communication skills

Basic technical skills (email, word processing, printing, scanning)

Ability to solve problems following basic troubleshooting techniques provided

Good organizational skills

Ability to follow directions and complete tasks

Ability to get along well with others

Willingness to learn and accept instruction

Must be dependable and punctual

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: \$ 8.12 per hour

HOURS PER WEEK: 10-12

APPLICATION INSTRUCTIONS: Must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA) and complete a JSCC Federal Work-Study Employment Application. Request application forms from the Financial Aid/Admissions Office.

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