University Libraries
Student Employee Job Description

Title: Student Multimedia Studio Consultant 2  
Pay Rate: Intermediate

General Description: Student Multimedia Studio consultants are responsible for providing support for students in the use of multimedia and maker technologies at the Student Multimedia Studio (SMS). They work under the supervision of the SMS manager.

Duties and Responsibilities
1. Provide direct one-on-one assistance to students on the use of multimedia software and equipment  
2. Accept general responsibility for the SMS facility and ensure that it is operational for the campus community to use  
3. Protect equipment from unauthorized tampering, damage, or loss  
4. Be available and ready to help patrons in the use of SMS software and hardware at all times  
5. Learn fundamental operations of SMS hardware and software, then actively continue to develop this knowledge  
6. Follow procedures and policies concerning the usage of SMS equipment  
7. Participate in the designing, scheduling, and presentation of workshops and demonstrations  
8. Assist the SMS manager in identifying and solving hardware and software problems  
9. Participate in the preparation and distribution of information (e.g. documentation, handouts, social media posts) regarding SMS issues, tutorials and services  
10. Participate in SMS training including the University Libraries Student Worker Orientation  
11. Perform other duties as assigned by the SMS manager

Required Qualifications
1. Is trustworthy and reliable  
2. Possesses basic familiarity and strong desire to further knowledge in:  
   a. Operation of multimedia hardware such as scanners, video and still cameras, video and audio playback and recording devices  
   b. Operation of basic multimedia software on Windows and Mac platforms including but not limited to: Windows Movie Maker, iMovie, Photoshop, Acrobat Pro, Audacity, audio and video format conversion tools, etc.  
   c. Operation of Microsoft Office software such as Word, PowerPoint and Excel and their application in multimedia  
3. Capable of troubleshooting software and hardware issues  
4. Demonstrates ability to follow directions and retain information  
5. Displays a professional attitude, friendliness and service-oriented demeanor at all times  
6. Possesses strong interpersonal and communication skills, patience and the ability to work well with others  
7. Exhibits motivation and enthusiasm for learning new technologies and skills, then re-learn as necessary  
8. Capable of assuming responsibility and works well without supervision  
9. Able to carry out assigned duties and projects to their completion or resolution  
10. Self-motivation to follow the letter and spirit of this job description

Preferred Qualifications
1. Available to work evening, weekend and intersession hours  
2. Possesses working knowledge of Adobe Creative Suite, including InDesign, Illustrator, After Effects, Premiere Pro, Encore, Media Encoder and Dreamweaver  
3. Possesses experience in 3D design using software such as AutoCAD, Blender and Sketchup  
4. Demonstrates working knowledge of 3D printing, 3D scanning and other maker tools

Revised: June 21, 2016