Visual Resource Center Assistant

To Apply: Send a resume and cover letter to sally.schuch@okstate.edu

Job Description:

The Department of Art, Graphic Design and Art History is seeking a student to work as part-time Visual Resource Center Assistant.

The Visual Resource Center (VRC) is a technology center and library in the Department of Art, Graphic Design, and Art History. The Assistant will provide support to the Department’s faculty and students in the Bartlett Center under the supervision of Sally Schuh, Director of the VRC.

Starting pay is $8.50-$8.75 per hour depending on experience. Flexible work hours are available between 8am-8pm, Monday-Friday.

Responsibilities:

- Work with faculty, staff, and students to assist them with computer, A/V equipment, and software support.
- Work with large format printers and a laser cutter.
- Provide training to users and maintain audio/video equipment in clean working order.
- Troubleshoot and diagnose issues with cameras, computers, scanners, and printers.
- Use databases to check out and track VRC resources.
- Provide basic assistance to students with Adobe Creative Cloud and Microsoft Office.
- Provide administrative assistance to the VRC Director.
- Provide online support via Zoom.
- Maintain a scheduling system through Microsoft Bookings.

Desired Qualifications:

- One year Art, Graphic Design, or Architecture-related education and/or experience.
- One year experience working in a computer lab or office environment.

Support Level Skills in:

- Adobe Creative Suites CC (Photoshop, Illustrator, InDesign)
- Microsoft Office Suite (Word, Excel, Bookings)
- Zoom

Working Knowledge of:

- Desktop computers, printers, and scanners.
- Cameras and other audio-visual equipment.
- Macintosh software and operating system.

Additional Requirements:

- Experience with, or willingness to learn printer and laser cutter technology.
- Excellent interpersonal communications skills and high-level problem-solving skills.
- Strong organizational skills to provide the highest levels of customer service.

Employment is on a semester-by-semester basis, contingent on funding and performance. This position is not eligible for internship credit.