

OPEN STUDENT STAFF POSITION

UCLA, CHICANA AND CHICANO STUDIES DEPARTMENT

TITLE: ASSISTANT I

WEB TECH

HOURS 10-15

\$15.00 HR

Contact: Christopher Palomo: cpalomo@chavez.ucla.edu

Job Description

Major functions include flyer/media design, website/intranet maintenance, create newsletter for Department's website and bulletin board. Post events, stories, calendar items, provide support for presentations during events; running errands, greeting visitors to the Department; technical support assistance to TAs, faculty and staff, such as setting up their login on departmental desktops; providing technical support during lectures, film screenings, and other Department events. Keeping toner inventory, request supply as needed and updating toner inventory spreadsheet; making sure computers and printers are functional in Lecturer and TA office. Other duties as assigned.

- Website maintenance
- Intranet maintenance
- Flyer/media design
- Assistance with audio/visual equipment
- Technical support for staff and faculty
- Event setup and breakdown

Qualifications

Excellent communication skills; ability to work with frequent interruptions and changes in an office environment. Interpersonal skills to establish and maintain cooperative and effective working relationships with co-workers, subordinates, managers, and non-University business partners. Skill in speaking clearly and distinctly, using appropriate grammar, to obtain or convey information to individuals at various organizational levels. Interpersonal skills, team player, discretion, and cultural sensitivity to interact effectively, diplomatically, and professionally with faculty, staff, and students as well as persons from different cultural backgrounds, attentive to duties, responsible.

Proficient computer skills, expertise with Adobe Photo Shop, Canvas, Microsoft Word, Excel spreadsheets, PowerPoint and knowledge of and experience with audio visual equipment, LCD projectors, laptops, etc., preferred. Knowledge of MAC computers a plus.