

Visual Communications Lab Assistant

The primary duty of the Visual Communications Lab Assistant is to provide support and guidance to students using the Visual Communications Resource Center. Under the supervision of the Imaging Services Coordinator, the Visual Communications Lab Assistant monitors and maintains the lab. The lab assistant also provides printing and application support to facilitate appropriate use of the lab, under the guidance of the Visual Arts Digital Specialist.

Key Functions:

Job Description

- Maintain and support a clean working environment.
 - Help students with a wide array of image, video and printing needs.
 - Assist students in acquiring images through the use of flatbed scanner, flextight, or slide scanner.
 - Learn image and video editing tools such as Adobe Photoshop and Final Cut to support the needs of student projects.
 - Monitor the appropriate use of hardware and software in the lab.
 - Support faculty by providing additional assistance as needed.
 - Learn how to provide basic maintenance and calibration of equipment within the lab.
 - Create signage and instructional material.
 - Support the Imaging Center on special projects as needed.
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- A strong candidate will be able to work independently and responsibly.
 - Substantial experience with Apple operating systems.
 - Interest in the visual arts.
 - Desire to learn Adobe Creative Suite (Photoshop, Bridge), Dreamweaver and Final Cut Pro.
 - Candidate is expected to attend certain class demos and workshops.
 - Excellent oral, written, and interpersonal communications and analytical ability.