



**UNIVERSITY OF CENTRAL FLORIDA**  
**STUDENT ACADEMIC RESOURCE CENTER**

**SARC Technology Assistant Job Description**

The SARC Technology Assistant is a part-time (20 hours per week), OPS position, reporting to SARC's Assistant Director.

**Live-Streaming Duties**

- Responsible for all technical aspects of live streaming SARC academic workshops and other SARC-hosted events, including uploading and maintaining the recordings on the SARC YouTube channel.
- Responsible for training and supervision of the Stream Team during the Study Union event, to ensure all final review sessions are live streamed and recorded.

**Online Services Duties**

- Responsible for development and maintenance of the SARC Online webpage.
- Create, implement and maintain repository of interactive online learning-based modules through the use of Obojobo, Materia, Flash, JavaScript, and other software.
- Assist with the production of SARC academic success videos.
- Serve as administrator of SARC's YouTube channel.
- Provide technical assistance during Adobe Connect training sessions in connection with Online Peer-Assisted Learning (OPAL) sessions for professional and student staff.
- Assist OPAL facilitators with technical issues related to Adobe Connect, software, and peripheral equipment.
- Responsible for checkout and inventory of equipment for delivery of OPAL sessions.
- Provide training for SARC professional and student staff in the use of SARC lab technologies (smart boards and Crestron system.)

**Additional Duties**

- Research and generate creative ideas on how to reach online students through the use of interactive web content.
- Performs technology needs assessments, evaluates new technology to determine whether it could be beneficial for the SARC website.
- Other duties as assigned.

**Knowledge, Skills and Abilities**

- Experience working with A/V technology such as high-definition digital video cameras, livestreaming equipment, and projectors highly desirable.
- Experience with HTML5, CSS3, PHP required.
- Experience with JavaScript, JQuery, Content Management Systems (WordPress) desirable
- Experience with web design, instructional technologies and/or interactive web content.
- Enthusiastic and creative, with a willingness to learn and pursue growth in the fields of instructional technologies.
- Excellent (oral and written) communication skills.