Student Academic Resource Center

UCF

UNIVERSITY OF CENTRAL FLORIDA

Location: Trevor Colbourn Hall, Room 117
Phone: 407-823-5130
Email: sarc@ucf.edu
Website: www.sarc.sdes.ucf.edu

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.

The primary function of this position is to assist the SARC staff with all technical aspects of delivery of academic support services online. This includes live-streaming SARC programs and events, training and supervision of professional and student staff, acting as webmaster, providing supervision and technical support for OPAL, and providing solutions to improve the delivery of SARC's online services.

Live-Streaming Duties

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

Online Services Duties

- Provide training, supervision, and technical support to professional and student staff in connection with the Online Peer-Assisted Learning (OPAL) program.
- Assist OPAL facilitators with technical issues related to the online platform, 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.)
- Serve as SARC webmaster, updating and maintaining SARC's websites.
- Create, implement, and maintain repository of interactive online learning-based modules using Obojobo, Materia, Flash, JavaScript, and other software.
- Assist with the production of SARC academic success videos.
- Serve as administrator of SARC's YouTube channel.

Additional Duties

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

Preferred Qualifications

- UCF undergraduate student with at least one year of availability
- 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)
- Experience with web design, instructional technologies and/or interactive web content.
- Enthusiastic and creative, with a willingness to learn and pursue growth in the field of instructional technology.
- Excellent (oral and written) communication skills.
- Strong organizational and problem-solving skills
- Ability to work independently, meet deadlines, and follow directions