

## **Rhodes Student Associate Program (RSAP) Positions for IS**

**Position Name:** Applied Technology Learning Center (ATLC) Consultant

### **Description of Position / Value to Department from Position:**

The ATLC will provide one on one computer consulting support to all students. Support is provided for the efficient and effective use of productivity software, such as Microsoft Word, Excel, PowerPoint, Flash, Dreamweaver and Mathematica. The ATLC will be staffed by Rhodes Student Associates working in the ITS department. The ATLC would greatly enhance student performance in classes by providing support in using the software tools which are essential to the success of their class assignments.

### **How Student Associate Will Benefit from Position:**

The Student Associate in this position will become very well versed in how to utilize efficient and effective use of software, such as Microsoft Word, Excel, Flash, Dreamweaver and Mathematica as they will be teaching students how to use these various tools. The Student Associate will develop “people skills,” because the Student Associate will be teaching students and working with faculty to coordinate technical support for class assignments.

**Student Associate Responsibilities:** The Student Associate will have the following responsibilities:

- Provide a learning environment in which students come to the ATLC for help with class assignments or personal projects.
- Develop high level expertise in software specific to the academic experience, such as Microsoft Office, Mathematica, and Adobe Photoshop.
- Work with and report to ITS Information Desk staff
- Develop training materials addressing recurring software questions
- Provide training workshops to students

**Position Requirements:** The Student Associate in this position must meet the following requirements:

- Highly skilled in Microsoft Office, Mathematica, Adobe products, webpage creation and/or multimedia hardware and software.
- Willingness to learn more about computers in general and multimedia applications in specific.
- Ability to quickly adapt to many and varied requests for help
- Good interpersonal communication skills
- An above normal sense of responsibility for helping students learn without doing the work for the student
- Ability to work independently and maintain a schedule that is not imposed upon them