



Student Technology Trainer Frontline

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Labels: (None)

Position Summary

The Office of Information Technology (OIT) Training Program (www.oit.duke.edu/training) offers instructor led technology seminars to support Duke's academic needs. These seminars include both our free pre-scheduled and OnDemand Training seminars. Student trainers prepare and conduct seminars for OIT on a variety of topics throughout the academic year.

This is an excellent opportunity not only for students considering careers in education, but also those wanting to strengthen their presentation and public-speaking skills. Intensive preparation and presentation training is provided as part of your employee development.

Duties and Work Performed

- Deliver a core-set of training seminars (1-2 hours in length) regularly throughout the semester. Trainers are expected to develop competency in training in several different core areas, including Duke-specific software as well as more general topics during as part of paid training prep hours.
- Assist other trainers with scheduled training sessions regularly throughout the semester.
- Develop seminar handouts and materials.
- Attend mandatory meetings and train-the-trainer sessions.
- Support OIT's outreach efforts including promoting programs & services during Back to School Orientation, Blue Devil Days, and other special events.
- Work on other projects as required.

Experience and Skills

- Must be proficient in one or more of the following software areas: Microsoft Office (Word, Excel, PowerPoint, Publisher), Web Design (WordPress, HTML, CSS), Multimedia (iMovie, GarageBand), Adobe (Photoshop, InDesign, Illustrator). Experience with Duke-specific software a plus.
- Ability to learn new technology as introduced at Duke in order to teach and develop training materials.
- Must exhibit excellent oral communication skills and be able to comfortably deliver training in a classroom style environment. Prior teaching or presentation skills a plus.
- Must exhibit excellent written skills in order to effectively develop customized course materials.
- Excellent customer service skills.

Incentives

- Starting wage is \$10 an hour, with opportunities for merit increases the longer you stay in the program.
- OIT offers multiple opportunities for paid training and skill development for student employees.

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