**Multimedia Consultant – Learning Commons**

Multimedia Consultant – Learning Commons, under general supervision, serves as an advisor to students. Duties may include, but are not limited to:

* Engaging in initial mentoring and ongoing professional development. This includes attending formal weekly meetings, and engaging with current research on best practices of multimodal communication and digital studio theory and practice.
* Providing prompt, courteous service to clients at the front desk and in the lab by making frequent rounds and staying visible and accessible.
* Providing excellent technical troubleshooting and program assistance for clients. This includes advanced page layout, illustration, multimedia, video editing, primarily using Adobe Photoshop, Illustrator, InDesign, Premier Pro, AfterEffects, and others in the suite.
* Maintaining an environment conducive to learning by minimizing loud conversations, horseplay, etc.
* Preventing mistreatment and/or theft of equipment, supplies, facilities/chairs/furniture.
* Enforcing and following lab policies and procedures.
* Monitoring printers, printing supplies, and print queues.
* Keeping labs clean, following the regular cleaning schedules and checklists by pushing in chairs, picking up paper/garbage, cleaning and disinfecting computer mice, keyboards and monitors.
* Offering support for student learning. This includes providing thoughtful feedback on digital projects and assistance with multimedia technology, and coordinating with the Writer’s Center and other learning commons services to ensure that students are connected to appropriate learning resources.
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title* of supervisor/manager.

This position will work up to 19 hours, Monday thru Friday 8-5. During Academic and Summer breaks up to 29 hours

**Required Qualifications:**

Applicants must possess excellent written and oral communication abilities.

Advanced paper handling skills required, for HP DesignJet poster and photo printers.

Applicants must have IT and technical skills, or the ability to learn.

Applicants must work with enthusiasm and take initiative.

Applicants must be detail oriented with strong problem-solving skills.

Applicants must be able to work independently and as part of a team, be reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction, follow guidance, and complete work unsupervised in a timely manner.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**