

## **iMEDIA Reservation Desk Employment Opportunities:**

We are currently accepting resumes for the following positions at the CCNY iMEDIA Reservation Desk.

### **College Assistant** (*up to 20 hours per week, 12 hour minimum*)

Description: Provide excellent customer service; Process requests for equipment reservation, disbursement, and collection; Respond to general technical questions; Interact with students, faculty and staff; Assist other IT staff when necessary; etc; Provide tutorials to patrons on use of resources and reservation system; Communicate and log problems from users to other staff members; Provide computer, audio and visual technical support to all end users; Provide in class AV support to instructors; Perform routine classroom technology inspections; Resolve minor issues immediately; Communicate major issues; Test audio-visual and computers equipment to ensure proper performance; - Provide basic technical support to users. Must be able to use Microsoft Word, Microsoft Excel and Google Docs; (Level 1)

### **Federal Work-Study Students** (*up to 20 hours per week, 4-hour minimum*)

NOTE: Please visit the Federal Work Study Department in Admin 50 for information and details.

If you are interested in one of the listed positions, please send the following information to us via email at [imedia@ccny.cuny.edu](mailto:imedia@ccny.cuny.edu)

- Position of interest
- Your current resume
- Days and times you are available to work
- Screenshot of your current or upcoming class schedule with your name