

Do you enjoy working with computers?

This year Scripps IT continues to develop an innovative program where patient Scripps students help Scripps professors to use their computers more effectively to teach, give presentations, publish websites, and lots more!

Generally, five student Instructional Technology Assistants (ITAs) work for the Scripps IT-FITS (Faculty In-office Technology Support) program. Interested students should fill out this application.

Instructional Technology Assistant (ITA) I Job Description

ITAs provide support for the IT-FITS program by providing Scripps faculty with computer software assistance. ITAs have the technical expertise, communication skills, and patience to help faculty to use their computers and computer programs more effectively. Job tasks may include, but are not limited to the following:

- One-on-one training to faculty in their campus offices, classrooms, or in the Faculty Computer Lab located in Steele Hall, Room 1-C.
- Walk-in and telephone support in the Faculty Computer Lab.
- Document creation, and multimedia and web development.
- Assistance at faculty technology training workshops.

In addition to general computer skills, this position requires patience and the ability to:

- Guide faculty to use computer software and hardware using non-technical language.
- Work independently.

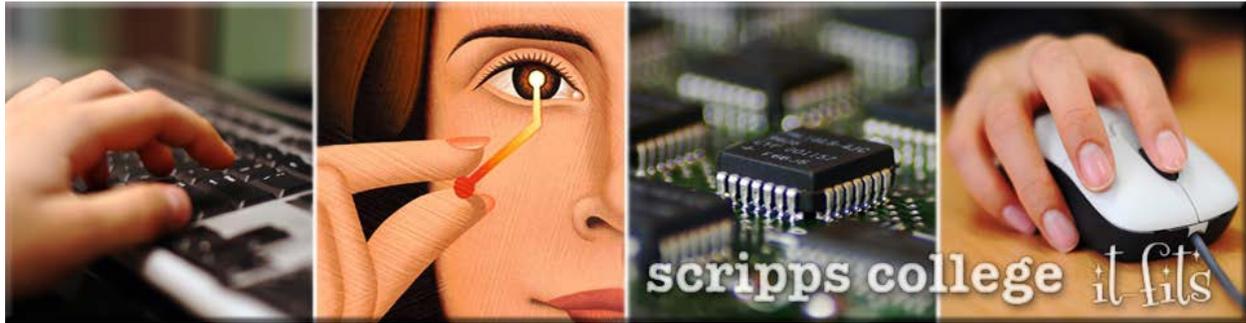
To find out more about the program, see: inside.scrippscollege.edu/itfits

The ITA (I) position requires a suggested 8 hours of work per week. The positions are open to work-study and non-work-study students.

*Please send **your application and a copy of your current resume** to COLbrich@scrippscollege.edu*

Questions and email complete applications to COLbrich@scrippscollege.edu

The IT-FITS program “fits” faculty computer needs and time constraints with a talented student who can help at a mutually convenient time!



Job Application for Instructional Technology Assistant I (ITA)

Name: _____ Date: _____

Student ID #: _____ Year: _____ Work Study: Y/N

Campus Address: _____ Phone: _____

ITAs should feel comfortable using *at least two* of the following types of computer applications. Please indicate what software you are familiar with related to the following computer applications, and the level of your expertise (e.g., expert, knowledgeable, familiar, no experience)

- MS Office Suite:
- HTML/Wordpress Web Development:
- Digital Video:
- Digital Audio:
- Desktop Publishing:
- Digital Imaging/Editing (including scanning):
- Sakai:
- Other software (please describe):

Please describe your experience training others to use a computer or software and/or holding computer-related workshops.

Please list and describe any jobs, internships, awards, or volunteer work you have done related to technology support and computers.