

Work Study Positions

Media Lab Assistant
University of Washington, Tacoma

Contact Person: Chan Mom (253-692-4496 or cmom@u.washington.edu)

Location: University of Washington Tacoma (WG 108 computer lab)

Application Deadline: [Open until fill.](#)

Rate of Pay: \$9.50-13.00 /hour

Hours Per Week: Up to 19 hours

Job Description:

The Media Lab Assistants are to assist in operations of Media lab to provide Media software support for university students. Answer routine software application questions. Maintain productive working environment in the lab. **Photoshop** and **Final Cut Pro** skills are required. Other duties as required.

Specific duties include:

- Primary responsibility is to assist student with video editing and Photoshop. Be present and visible in the available to users requiring technical assistance.
- Respond to questions from callers and walk-ins, and assist in person with problems in the Media lab area.
- Become familiar with IT policies, services, and student.
- Other duties as assigned by the Compute Lab Manger or Computer Services Manager.

General Requirements:

- Must know **Final Cut Pro** and **Photoshop**
- Friendly presence and helpful attitude; good interpersonal skills and ability to work well with others.
- Ability to provide technical support over the phone; good phone skills.
- Ability to handle constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations.
- Ability to work responsibly with or without direct supervision.
- Working knowledge of common operating systems and software applications.
- Work a minimum of 6 hours per week; maximum of 19 hours per week.
- Be a current student, work-study student or registered student.

Desirable Qualifications:

- Knowledge in **Final Cut Pro** and **Photoshop** software. Knowledge of PC and Macintosh computers, and Windows operation system, Experience using word-processing and spreadsheet applications; Specifically MS-Word, MS-Excel, MS-PowerPoint.. Computer skills a plus are required. If you are willing to learn and we are willing to train. Must be good with people.