

IT Student Worker Position: Circulation Assistant

Assist students and faculty with equipment checkout. Provide inventory support for the equipment Supervisor. This position requires excellent organizational and communication skills. Experience with multimedia equipment a plus.

Job Responsibilities:

- Work with Sierra and Zendesk software to track student equipment.
- Execute incoming orders and place items on reserve for students.
- Check in /out student equipment and assist patrons. Contact patrons with overdue equipment.
- Keep up-to-date inventory count of Equipment at Media Tech desk.
- Clean, Maintain and troubleshoot student equipment.
- Be up to date on the equipment classroom support carries, maintains, and checks out.
- Other duties as assigned.