

Job Title: IT support for Zoom meetings Department: Supervisor: Dr. Virginia A. Lee Estimated hours/week: 10-20 hours for the project. The three events are Tuesday, April 13, 11:00am lecture and 4:00pm workshop; Saturday, April 24 11:00am panel. Availability to work evenings and weekends as needed.	Travel: None Supervises: N/A
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Position Summary: IT support for the Deacon Events held via Zoom on April 13 (11am and 4pm) and April 24 (11am)

Essential functions and responsibilities:

- Meet with Dr. Lee to help with making decisions about IT for the event
- Be the Zoom support person – running and recording Zoom events (one on April 13 and one on April 24)
- Troubleshoot any problems during the Zoom event.
- Provide the recording from the event.
- Other duties as assigned.

Success factors/job competencies:

- Knowledge and expertise related to IT and Zoom meetings

Instructions for applying:

Please send resume and cover letter to Dr. Virginia A. Lee at virginia.lee@Garrett.edu

Physical demands and work environment:

- **Physical demands:** While performing the duties of this job, the employee must be able to stand, walk, sit, use hands to finger, handle or feel objects, reach with hands and arms. Must be able to have repetitive wrist hand and/or finger movement to type and work on computer. Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment. The individual will regularly be required to communicate professionally in person, over the phone, and through email; and to sit, type, and stare at a computer monitor for prolonged periods.
- **Work environment:** Employee occasionally may be exposed to weather conditions prevalent at the time but work is performed indoors. The noise level in the work environment is usually minimal. Evening/weekend work required.