# The Lutheran Theological Seminary at Philadelphia

**7301 Germantown Avenue**
**Philadelphia, PA 19119**
**(215) 248-4616**

## Job Description

**Position: TWO Student Assistants, Work Study, Media Center Date: August 12, 2007**

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| **General Description** | Student assistants in the Media Center assist the Manager, Media Center/Instructional Design in creating, duplicating and distributing content and insuring the proper and dependable operation of instructional technology at the Seminary. TIME LIMITED TO SEVEN HOURS A WEEK |
| **Reports to Supervisor:** | Director, Communications (John Kahler) |
| **Those assisted by this position:** | Working with the Director, Communications and IS/Help Desk, faculty, students and staff, guest presenters and lecturers, outside purchasers of Media Center productions |
| **Qualifications** | Bachelor's degree in Communications, Instructional Design or Information Technology preferred, interest and experience in technology needed. Experience in developing media content and instructional materials, especially in a higher education environment. Ability to work with existing and emerging technologies. Ability to work independently, managing multiple deadlines. |
| **Specific Tasks:** | **1.** Video and audiotape lectures, convocations and other programs<br>**2.** Duplicate and distribute recordings of Seminary programs for internal and external distribution<br>**3.** Distribute and set up media technology, assist faculty and students in use of classroom technology.<br>**4.** Assist Media Center manager in creation of multimedia content<br>**5.** Maintain LTSP Media Center audio-video library |

**Salary Range: $8.50/hr** **Exempt: _____**

**Non Exempt: X**

**Approval Supervisor: _____**

**Approval Human Resources: _____**

**Date: _____**