



OIT Training Student Technology Trainer

Job Description

The Office of Information Technology (OIT) Training offers instructor led technology seminars to support Duke's Academic needs. These seminars include both our free pre-scheduled and OnDemand Training seminars. Complete information about the training program is located online: <http://www.oit.duke.edu/training/>

Duties:

- Deliver training seminars (1-2 hours in length).
- Assist with scheduled training sessions.
- Develop seminar handouts and materials.
- Attend mandatory meetings and train-the-trainer sessions.

Qualifications:

- Must be proficient in two or more of the following software applications:
 - Microsoft Office (Word, Access, Excel, PowerPoint)
 - Web Design (Dreamweaver)
 - Video Editing (iMovie, Final Cut Pro)
 - Adobe (Photoshop, InDesign, Illustrator)
- Ability to assimilate new technology skills with ease and efficiency.
- Must exhibit excellent oral communication skills and be able to comfortably deliver training in a classroom style environment. Prior teaching or presentation skills a plus.
- Must exhibit excellent written communication skills in order to effectively develop customized course materials.
- Excellent customer service skills.