

# Digital Media Suite Tutor



## **Job Description:**

- Assists students in using the Digital Media Suite(DMS) computers and digital editing software
- May provide instructional assistance to students in areas involving creation, editing, formatting, and preparation of multimedia projects for their courses
- Provides assistance during faculty lead instructional training sessions for specific courses
- Responsible for the following:

## **General Responsibilities:**

1. Monitors sign-in and sign-out of self and students using the TutorTrac systems
2. Monitors the activities of students when in the DMS
3. Provides hardware and computer operating system support to students effectively
4. Helps students learn the processes and steps in creating their multimedia projects.
5. Provides help with basic image editing software, media conversion tools, sound editing software, and other computer applications for creating digital media content
6. Complies with University Family Education Rights and Privacy and Copyright protections
7. Attends DMS training and or completes assigned online instruction as needed to stay up to date with required computer knowledge
8. Attends REACH tutor training and staff meetings as required and completes on-line training modules as assigned for CRLA certification
9. Assist with advertising the DMS as assigned

## **Evaluation:**

Observation of new staff and supervisor evaluations of all tutors are conducted each semester. The purpose for each observation and evaluation is to recognize and indicate good practice and to also help each tutor improve his/her performance.