**Collaborate Instructional Design Assistant Position Description (25%-time)**

25%-time position: up to 10 hours a week at $20/hour.

This position requires you to be on campus providing faculty support in the Collaborate Faculty Resource Center (Kerr 1110) for 6 hours a week, usually performed as one weekly 10 am – 4 pm shift.

In-office responsibilities include drop-in support for GauchoSpace and other instructional technology tools and software, front-desk routing and concierge services, researching and answering help requests, and working on ongoing documentation or research projects.

Additional unscheduled hours (4 hours) are reserved for doing research and documentation projects, as well as for meetings and out-of-the office communication, preparing and editing video content for GauchoSpace help center, and occasional additional office hours as needed or requested.

This position collaborates in a team setting with a wide variety of students, staff, and faculty, requiring a strong customer service focus.

**Collaborate Instructional Design Assistant Position Description (50%-time, with fee remission)**

50%-time position: 20 hours a week at $20/hour, including fee remission (tuition, GSHIP, and student services fees).

This position requires you to be on campus providing faculty support in the Collaborate Faculty Resource Center (Kerr 1110) for 12 hours a week, usually performed as two separate 10 am – 4 pm shifts.

In-office responsibilities include drop-in support for GauchoSpace and other instructional technology tools and software, front-desk routing and concierge services, researching and answering help requests, and working on ongoing documentation or research projects.

Additional unscheduled hours (8 hours) are reserved for doing research, documentation projects, meetings, preparing and editing video content for
GauchoSpace help center, out-of-the office communication and occasional additional office hours as needed or requested.

This position collaborates in a team setting with a wide variety of students, staff, and faculty, requiring a strong customer service focus.