**Job Title:** Digital Skills Consultant

**Reports to:** This position is supervised by Gabrielle Miller, Digital Student Experience Coordinator

**Job Objective:** To provide interdisciplinary peer support for all students at GVSU regarding digital literacy and skills

**Job Roles:** Digital Skills Consultants are trained to help students with an array of digital skills and technologies. This includes helping students

* Develop an approach for completing digital projects
* Learn basic computer skills for Windows and Mac
* Determine mediums for digital communication, including social media
* Navigate technologies for media production
* Edit and revise projects made with technology
* Understand basic digital ethics and safety
* Visualize basic data sets
* Engage fully and responsibly with the internet, social media platforms, and other tech services

**Responsibilities and Accountabilities:** Digital Skills Consultants are responsible and held accountable for the following:

* Complete all Digital Skills Consulting orientation training opportunities and materials in the week before classes start each year (once every academic year)
* Complete all Knowledge Market training opportunities and materials at the beginning of each semester (twice every academic year)
* Complete all continuing professional development opportunities and materials (mentor group every other week, at least 3 workshops each semester, and special projects if assigned)
* Adhere to and uphold the student code of conduct
* Adhere to and uphold GVSU mission, vision, and values
* Adhere to and uphold University Libraries mission, vision, and values (including those of the Knowledge Market specifically)
* Maintain best practices in professionalism and growth mindset (education first)

**Required Skills and Attributes:**

Please note the minimum qualifications below:

* Completed one year of study at the college level
* At least a 3.0 cumulative GPA
* Available for a full academic year without clinicals or student teaching

**Compensation:**

$11.82/hour

**Digital Skills Consultant** **Application**Grand Valley State University Libraries
2022-2023 Academic Year

* Submit this application and **one** writing, project, or portfolio example that [**demonstrates your experience with multimodal technology**](https://www.uis.edu/cas/thelearninghub/writing/handouts/rhetorical-concepts/what-is-multimodal/). You are welcome to include a brief description of the sample you provide, if desired or necessary.
* Please ensure that the sample you provide is free of grades or professors’ responses, and the sample includes works cited/references list.
* Submit your completed application and materials to the Digital Student Experience Coordinator, Gabrielle Miller at millerg8@gvsu.edu by ***December 1s***t***, 2022 at midnight.*** Late or incomplete applications will not be considered.

For questions about this application or applying, please contact Gabrielle Miller at millerg8@gvsu.edu.

**Digital Skills Consultant Application**

**Student Information**

Name: G Number:

Phone Number: GVSU Email Address:

Address:

Current class standing:

[ ]  1st year [ ] 2nd year [ ] 3rd year [ ] 4th year [ ] 5th year [ ] Graduate Student

Major(s):

Minor(s):

Current GPA:
(*at least a 3.0 cumulative GPA is preferred*)

**Please indicate your agreement with the following statements by signing below:**

I understand that if I am hired to be a Digital Skills Consultant, I am obligated to participate in synchronous and asynchronous training at the beginning of Fall 2022 semester, plus periodic professional development training and regular staff meetings.

I understand that, if hired, I will be required to work for the University Librariesat least 6hours per week.

I give the University Libraries permission to verify my GPA and class standing as listed on this application.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications and Experience**

Please note that Digital Skills Consultant training activities are scheduled throughout the year, and the first year of training is critical. Therefore, we can only hire students who will hold full-time student status for Fall and Winter semesters during their first year as a Digital Skills Consultant.

Will you be a GVSU student? [ ] Fall 2022 [ ] Winter 2023

*(check all that apply)*

Will you be a student assisting/teaching? [ ] Fall 2022 [ ] Winter 2023
*(check all that apply)*

Will you be studying abroad? [ ] Fall 2022 [ ] Winter 2023

*(check all that apply)*

Do you plan to work at another job while [ ] **Yes** [ ] **No**
working as a Digital Skills Consultant?

If **yes**, about how many hours per week will you work at your other job?

Considering other commitments such as jobs, internships, clubs, etc., what range of hours per week would you be able to work for the University Libraries next year?

(You are required to work at least 6 hours per week)

Please respond to the following questions:

1. What technology-intensive courses have you taken? This can be at GVSU or another institution. *(Please note that this is not a prerequisite to be considered for this position).*
2. Please describe any previous customer service experience you have, or other experiences working with people in a workplace, volunteer, or classroom setting.

**Situational Responses**

Please type your answers to the following questions:

A student was assigned a multimodal essay for their WRT 150 class. This assignment requires a scripted 60 second video which documents their own review of a class reading. The student is allowed to record their video with iMovie (if they have a Mac) or Windows Movie Maker (if they have a PC). The student has come to you because they haven’t started the assignment yet, and they want to know how to begin. The student is unfamiliar with both video recording programs and has never made a video before. Please describe how you would support them in this early phase of assignment work. What steps would you take to help them feel prepared for completing this assignment?

A student has come to you for help with managing their research files on their computer. They heard that Digital Skills Consultants can help with file management, and they have a lot of documents saved for a particular project that are currently disorganized on their device. Please describe the advice you would give the student for effective file management (please consider free software/applications first).

**Application Checklist**

Complete application sent to Gabrielle Miller (millerg8@gvsu.edu), which includes:

[ ]  Completed Digital Skills Consultant application

[ ] Student Information

[ ] Qualifications and Experience

[ ] Situational Responses

[ ]  **One** writing, project, or portfolio example that demonstrates your experience with multimodal technology