Position Title: Multimedia Lab Support, IMC North or South

The Department of Information Technology Services at Saint Louis University provides internship opportunities in the field of technology services to prepare students for professional employment. Students accepted in the program will be challenged to learn new skills and develop a professional portfolio. The program employs students as paid staff members on a part-time basis and requires students perform in a professional manner.

General Purpose

Provide basic assistance with a broad spectrum of multimedia lab hardware and software, as well as advanced assistance for large format printing. Interns will also be expected to specialize in an advanced area of multimedia support.

Internship Requirements

- Available to commit to a minimum of 10 and maximum of 15 hours per work week per semester; minimum of 20 and maximum of 40 hours per work week per break
- Completion of all required documents including all payroll required documents
- Commitment to complete a minimum of 16 weeks (semester) and/or 10 weeks (summer break)

Internship Objectives

Daily

- Student will arrive on time and ready to work for his or her scheduled shift
- Student will complete the tasks outlined in the Lab Operations Checklist appropriate to their scheduled shift (Opening, Closing, Daily)
- Student will complete other tasks as requested by the lab supervisors.

By the end of 4 weeks

- Student will demonstrate a working knowledge of lab policies, booking procedures, phone procedures, and laser printer support.
- Student will demonstrate the use of finishing equipment including the laminator, the dry mount press, and the window mat cutter.
- Student will demonstrate a complete understanding of color printer queue management.
- Student will be able to print a large format poster on the color inkjet printer from MS PowerPoint and Adobe Acrobat using the IMC Lab’s standard procedure.
By the end of 8 weeks

- Student will demonstrate a working knowledge of video capture from VHS or MiniDV to DVD or a computer file.
- Student will be able to print a large format poster on the color inkjet from Adobe Illustrator and Adobe Photoshop.

Student will pick a multimedia specialty to concentrate on.

- Video editing
- Audio production
- Web development
- Graphics editing

Before finals

- Student will provide the lab supervisors with at least one complete set of “How To” documentation for a multimedia activity available in the lab.
  - Documentation will be illustrated as appropriate with screen shots and/or photographs
  - Documentation will be written clearly at a level a non-technical lab user will find helpful.