

The Harriet Tubman / Susan B. Anthony Women's Self Help Center

Street Address: 1415 N. Grand Ave. E., Springfield, IL 62702

Phone number: 217-960-0114

Email Address: mindbefree7@aol.com

Agency Contact: John T. Crisp, Jr.

Contact Title: President

How should students contact you? Telephone (Mr. Crisp would prefer interested parties to stop by the Tubman / Anthony Center.)

How do you want students to submit cover letters and resumes? Email attachments

Hours per week: 20

Number of weeks anticipated: 16 weeks

Position available: (January-May)

Position: Computer Lab Technician

General Duties:

- Set up microcomputers, accessories and peripherals, and install software.
- Troubleshoot and resolve software and/or hardware problems

Additional Responsibilities:

- Write or revise text for informative, instructional, user documentation, newsletters, or similar materials of a technical nature.
- Consult with individual instructors, with departments, and with various University committees, assessing the effectiveness of technology in teaching and learning facilities, and developing user requirements for technology installations.
- Maintain a broad knowledge of state-of-the-art technology, equipment, and/or systems.
- Investigate emerging technologies and make recommendations in support of teaching and learning initiatives.
- Assist with departmental education and/or public relations events.
- Provide on-going forums for feedback from users, outreach to academic departments and other campus units and conduct industry research to anticipate classrooms technology trends and future academic curricula and technological needs.
- Supervise lower level staff and/or students as assigned.

General description of this agency:

The Tubman/Anthony Center provides numerous essential services for many of Springfield's underprivileged population. Some of the services offered include a computer lab, a library, music and art lessons, aerobics and boxing. The agency's leaders, John Crisp and Charles Muhammad, have passion for the neighborhood and commitment to its people. Participants at the agency value its services as crucial opportunities to have fun, avoid the pitfalls of poverty, and enhance themselves spiritually, physically and intellectually.

Basic student learning anticipated:

Students will gain practical experience maintaining a computer lab and its network for a grass roots social services agency that is culturally rich in African-American history. This will be an opportunity to assist a financially challenged community in bringing their computer knowledge and skills up to contemporary standards, as today's world requires technical skills to survive.

Unpaid

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