

OBLATE SERVICE CORPORATION

Oblate School of Theology

285 Oblate Drive San Antonio, TX 78216
Ph: (210) 341-1366 Web Site: www.ost.edu

JOB OPENING

The Oblate Service Corporation is seeking applicants for **TECHNICAL ASSISTANT** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

POSITION: ***TECHNICAL ASSISTANT***

POSITION STATUS: Part-Time, Non-Exempt

SUMMARY: Oblate School of Theology (OST) is seeking an experienced Technical Assistant to join our staff to support the Departments of Continuing Education and Instructional Technology. This position plays a vital role in ensuring smooth operations within these departments by assisting with technical and event coordination. Provide technical support for event streams, operating streaming equipment and software. Provide support for online learning platforms and assist students with access issues, on campus and remotely. Attend in-person CE events, assisting with technical event coordination and distribution of learning materials. Maintain open communication with the Director of Continuing Education, Whitley Theological Center representatives, and program stakeholders. Day-to-day communication with the Department of Continuing Education team, working closely to ensure deliverables. Provide technical support for class streams, operating streaming equipment and software. Assist Faculty and students with access issues, on campus and remote. Maintain open communication with Director of Instructional Technology, Faculty, and students. Day-to-day communication with Instructional Technology team, working closely to ensure deliverables. Other duties as assigned.

WORK HOURS: 15-20 hrs. Primarily weekend and evening shifts required for classes and events
Flexibility for occasional weekday hours on campus.

EDUCATION/SKILLS: High school or GED, required. Associate degree or completion of a technical training program in audio and video equipment repair, preferred. Three years of professional experience in event production in an educational, entertainment, or business setting, or combination of education and experience commensurate with the requirements of the position. Proficiency in MS Office Suite programs and Zoom. Ability to operate streaming equipment or capacity to learn. Strong planning and scheduling skills. Ability to manage sensitive information with the highest degree of integrity and confidentiality. Ability to operate standard office equipment. Ability to maintain a high standard of professionalism by providing high quality customer service to students, public, campus faculty and staff. Strong personal organizational, time-management skills, and ability to meet deadlines. Initiative-taking and able to work independently as well as collaborate with others. Flexibility to hold responsibilities on multiple projects at once. Emotional intelligence and openness to self-development, inclined toward empathy and comfort with diversity. Alignment with CE and OST core values

JOB CLOSING DATE: Until Filled

Qualified candidates should Visit www.ost.edu to apply under the CAREER OPPORTUNITIES section.

Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer