

CTC is hiring *Peer Tech Coaches*

Pay rate:

\$16.50–\$17.00 an hour depending on experience

When

Shifts begin the first day of each semester and continue through the last day of the semester. Summer work is

[Submit your application and resume](#). Email Cristy Pazera (crpazera@cabrillo.edu) if you have any questions. Get a tour if you don't know the CTC yet!

Job Description

The CTC Peer Tech Coaches (SA II/III) assists students using the center for classroom-related work. This involves helping students learn the software needed to complete their assignments, as well as some tutoring. It requires patience and a desire to help. Applicants must have 6 or more units for the semester in which they work.

Qualifications:

Students with DM (Digital Media), CABT (Computer Applications and Business), ACCT (Accounting), ETECH (Engineering Technology), and/or CS (Computer Science) experience are a good fit for the kinds of questions our Peer Tech Coaches are asked. Must be patient and kind. Bilingual in Spanish is a plus but not required. Must know how to use both Macs and PCs. Should have confidence using computers and be familiar with Canvas, MyCabrillo, Zoom, Internet browsers, and know three of the following:

- Photoshop
- Illustrator
- InDesign
- Premiere Pro
- Word
- Excel
- PowerPoint
- Google Docs
- Google Sheets
- Google Drive
- QuickBooks
- C++
- Python
- AutoCAD
- Knowledge of Logic Pro, 3D printing, and using a vinyl cutter is a plus but not required.

Background

The [Computer Technology Center](#) (CTC) is a Cabrillo College computer lab/study area located in the [1400 building](#) on lower campus—near the Crocker Theater. This large lab has 100+ computers (Macs and PCs) as well as scanners, printers and copiers. The CTC is available to all currently enrolled students. It is open six days a week, Monday–Saturday, including evenings.

Successful Applicants

On hiring, applicants will be required to complete the on-boarding process including fingerprinting as directed by the [Student Employment office](#). You will not be permitted to work until you are cleared by Student Employment.

Additionally, all successful applicants will automatically be enrolled and expected to participate in the non-credit CABT 410A/410B for training, clerical, and communication purposes for the duration of their employment in the CTC.