# Student Volunteers

# Volunteer Position: Presentation Assistant

Location: Illinois Institute of Technology OR Online (Remote) (please specify your preference)

Commitment: Based on the conference schedule, typically 2-4 hour shifts during virtual events.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are enhancing our virtual conference experiences and seeking detail-oriented volunteers to support our presenters and attendees in online environments.

Position Overview: iLRN seeks tech-savvy and attentive volunteers to serve as Presentation Assistants for our virtual events. This role ensures smooth presentations and positive experiences for presenters and attendees. Presentation Assistants will work with Zoom or similar interfaces in Cvent to support virtual sessions.

Key Responsibilities:

- Assist presenters with technical setup before sessions begin (in-person efforts may differ slightly from remote efforts)
- Manage virtual waiting rooms and facilitate participant entry (remote)
- Monitor chat for questions and relay them to presenters at appropriate times (remote and in-person)
- Assist in-person attendees with microphones to facilitate questions and proper recording.
- Help troubleshoot basic technical issues for presenters and attendees
- Manage screen sharing, slides, and other presentation elements as needed
- Time presentations to ensure sessions run according to schedule
- Take attendance and notes on session participation
- Coordinate with Tech Support volunteers when more complex issues arise

What's in it for you?

- Develop skills in virtual event management and facilitation and/or hybrid in-person and online events.
- Access to expert presentations and discussions in the immersive learning field
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers

- Recognition and appreciation for your contribution to our cause
- Experience with professional event platforms that can enhance your resume

Qualifications:

- Familiarity with Zoom and/or Cvent virtual meeting platforms
- Excellent attention to detail and ability to multitask
- Good communication skills, both written and verbal
- Reliable internet connection and appropriate technology
- Patient and calm demeanor when handling technical challenges
- Basic troubleshooting abilities
- Interest in immersive learning technologies
- Previous experience with virtual events is a plus

How to Apply: Interested volunteers can submit the interest form on the volunteer website or email volunteers@immersivelrn.org. Please use the subject line "Presentation Assistant Volunteer Application—Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

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# Volunteer Position: Tech Support

Location: Remote or Illinois Institute of Technology (please specify your preference)

Commitment: Based on the conference schedule, typically 3-4 hour shifts during events.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. As we integrate cutting-edge technologies into our events, we need knowledgeable volunteers to provide technical support for our presenters and attendees.

Position Overview: iLRN seeks technically proficient volunteers to provide troubleshooting and support for both in-person and virtual event components. This role is critical for ensuring seamless experiences across various technological platforms and helping resolve issues quickly and effectively.

Key Responsibilities:

- Provide technical support for presenters and attendees across various platforms
- Troubleshoot issues with audio, video, connectivity, and presentation software
- Assist with setting up and testing equipment for presentations (in-person)
- Monitor virtual platforms for technical issues and address them proactively
- Coordinate with presentation assistants and event staff to ensure smooth operations
- Document common technical issues and solutions for future reference
- Provide guidance on using immersive technologies featured at the event

What's in it for you?

- Hands-on experience with cutting-edge immersive learning technologies
- Opportunity to expand your technical skills and problem-solving abilities
- Access to conference sessions when not on duty
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition and appreciation for your contribution to our cause
- Professional development in event technology management

Qualifications:

- Strong technical troubleshooting skills and problem-solving abilities
- Familiarity with common presentation technologies, including Zoom, Cvent, and AV equipment
- Knowledge of immersive technologies is highly desirable
- Patient and clear communication style, especially when explaining technical concepts
- Ability to remain calm under pressure and prioritize issues effectively
- Proactive approach to identifying and resolving potential problems
- Previous experience in technical support roles is preferred

How to Apply: Interested candidates are invited to send a resume and a brief cover letter detailing their interest, relevant experience, and whether you prefer in-person or remote volunteering to volunteers@immersivelrn.org. Please use the subject line: "Tech Support Volunteer Application - Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

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