



Job title: **Skills Digital Assistant**

Description

As a Digital Support Assistant,

My role is to assist individuals with various digital tasks.

My role is also to make technology more accesible.

Skills Digital Assistant 1/3





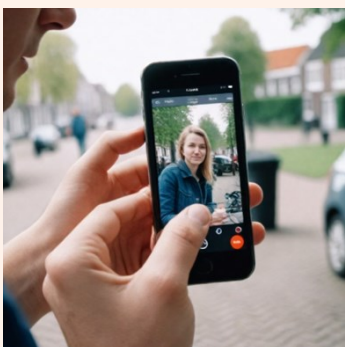
1

I help people to use computers, tablets and smartphones.



2

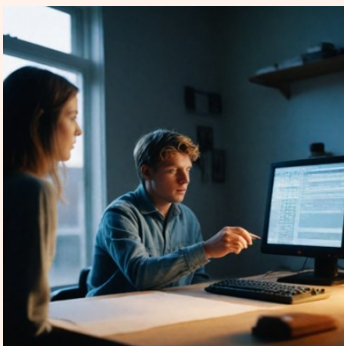
I help people type and use a mouse on the computer.



3

I help people to use communication apps and social media platforms.

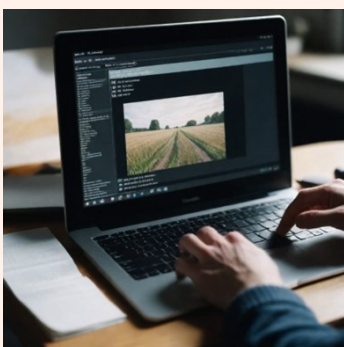
Skills Digital Assistant 2/3



4

I will read the posts and the articles.

I will tell your colleagues that you understand.



5

I will help to choose the pictures.

Skills Digital Assistant 3/3



Job title: Office Technology Support

Description

As an Office Technology Support,
you will assist individuals with basic office tasks.
You will also assist in technology use.
To boost their work environment.

Office Technology Support 1/3





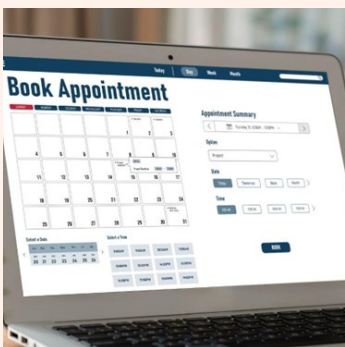
1

I will answer phones and greet visitors.



2

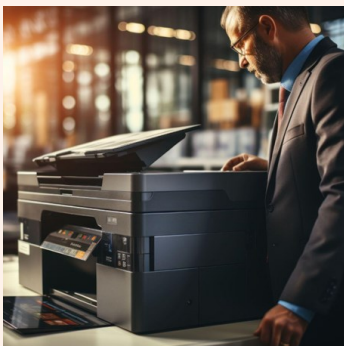
I will help using Microsoft Office.



3

I will write down meetings and appointments.
I will inform your colleagues about the meetings.

Office Technology Support 2/3



4

I will use photocopiers and printers.



5

I will organise and maintain office supplies

Office Technology Support 3/3



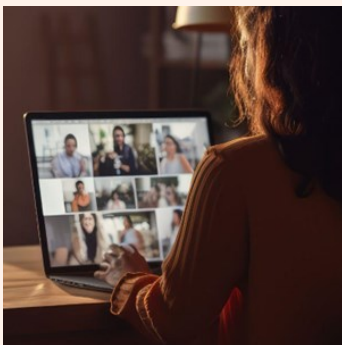
Job title: **Digital Communication Facilitator**

Description

As a Digital Communication Facilitator,
your role is to support individuals in online communication.
The online communication has to be effective and respectful.

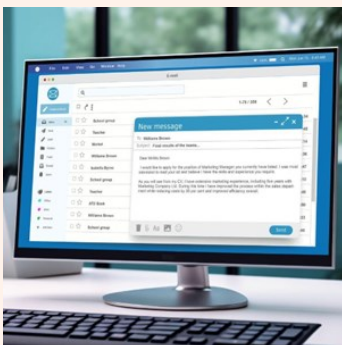


Digital Communication Facilitator 1/3



1

I help people to use the online meetings.
I will make sure that the camera is on.
I will make sure that the microphone is on.



2

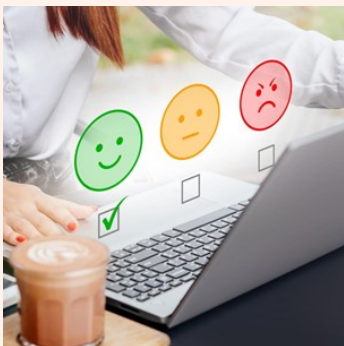
I will tell to your colleagues that.
the messages are clear.
I will say that I understand the messages.



3

I help people to use social media.
I help them with the messages for work.

Digital Communication Facilitator 2/3



4

I make sure everyone speaks friendly.
I make sure all messages are friendly.



5

I help in creating profesional profiles online.
I will be trained first,
Then i will help with the profiles.

Digital Communication Facilitator 3/3



Job title: **Assistant Tech Troubleshooter**

Description

As a Tech Troubleshooter, your role is to assist individuals.

You will assist individuals by resolving basic technology issues.



Assistant Tech Troubleshooter 1/3



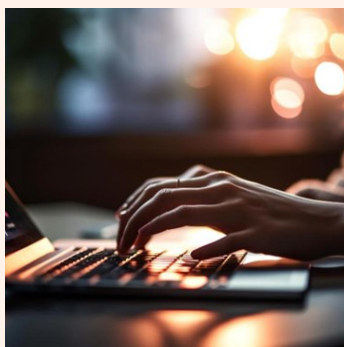
1

I solve problems on computers and devices.
Maybe there is a problem with a programme.
Maybe there is a problem with a device.



2

I help others with fixing the problem.
I ask “what is the problem?”
I go and tell my colleagues.
We solve the problema together.



3

I write down the problems,
I keep a folder with the problems.

Assistant Tech Troubleshooter 2/3



4

I will fix when i know how.

If I do not know I ask my colleagues.



5

I give simple instructions.

I take it step by step to solve the problema.

Assistant Tech Troubleshooter 3/3



Job title: Digital Entertainment Guide

Description

As a Digital Entertainment Guide,
your role is to help individuals explore and enjoy.
Individuals will explore and enjoy
a variety of digital entertainment options.

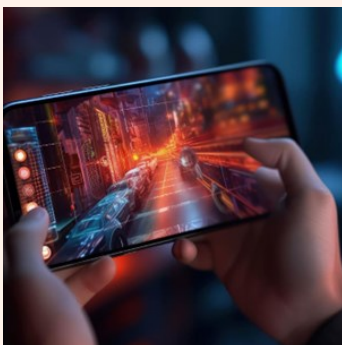


Digital Entertainment Guide 1/3



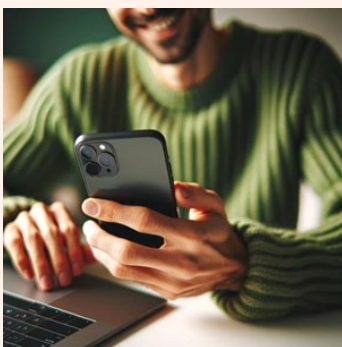
1

I help how to use streaming platforms for movies, shows, and music.



2

I help people to play online games



3

I help on how to use applications

Digital Entertainment Guide 2/3



4

I ask people:

"What do you like?"

I listen to what they say and then

I tell them what to see

I tell them what to play



5

I work with my colleagues

We decide together and

We suggest to people what to see and play

Digital Entertainment Guide 3/3