



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Media Hub Student Audio Visual Assistant

Date: August 2017

Department: Media Hub

Status: Student Employment

Primary Function:

To assist the Media Hub staff in supporting the Alverno College Community (administration, faculty, staff, students) with their daily and long term audio visual needs

Principal Responsibilities

1. Deliver, set up and pick up audio visual equipment used on campus daily.
2. Using the KOHA software program and the proper documentation, check out and check in equipment to patrons.
3. Greet visitors to the Media Hub, answer the phone, document troubleshooting calls and assist patrons with troubleshooting issues throughout the campus.
4. Video record speeches and other presentations throughout each semester including mid-semester assessments and weekend college externals.
5. Help students and faculty receive assistance from Media Hub staff when needed.
6. Assist with classroom equipment maintenance
7. Assist with the Department Fair during Orientation and also Graduation if needed.
8. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
9. Comply with safety procedures and maintain clean and orderly work areas.
10. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements
2. Accuracy and attention to detail required
3. Strong written and oral communication skills necessary
4. Desire to be part of a team
5. Willingness to learn
6. Good attendance and reliability essential

7. Availability to work Saturdays and during the week, possibly early morning hours/early evening hours
8. Also, the availability to start work a week before each semester starts. Some summer hours may be available.

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

General office environment and position requires the physical abilities to lift and carry AV equipment, to work in tight spaces, to deliver and pick up equipment across the institution.

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.

