

**Alverno College**  
**Non-Exempt Student Position Description**

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**Position Title:** Student Audio Visual/Office Assistant

**Date:** Immediate

**Department:** Media Hub

**Status:** Student Employment

**Email Contact:** [Kathleen.Sielaff@alverno.edu](mailto:Kathleen.Sielaff@alverno.edu)

**Positions Available:** 3-4

<p><b><u>Primary Function:</u></b> 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</p>
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**Principal Responsibilities**

1. Deliver, set up and pick up audio visual equipment used on campus daily..
2. Using the ALMA software program and the proper documentation, check out and check in equipment to patrons.
3. Greet visitors to the Media Hub, answer the phone and document troubleshooting calls.
4. Video record speeches and other presentations throughout each semester including mid-semester assessments and other college externals.
5. Help students and faculty receive assistance from Media Hub staff when needed.
6. Assist with classroom equipment maintenance
7. Comply with safety procedures and maintain clean and orderly work areas and equipment.
8. Assist with the Department Fair during Orientation and also Graduation if needed.
9. 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.
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 occasional Saturdays, early weekday mornings, early evenings**  
**Also, the availability to work during semester break.**

### **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**

- Pay rate determined by Financial Aid
- 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.
- Click [HERE](#) to complete your application.