

Alverno College
Non-Exempt Student Position Description

Position Title: Media Hub Student Audio Visual Assistant **Date:** 08/13/2020
Department: Media Hub **Status:** Student Employment
Reports To: Kathleen Sielaff, Assistant Director **Positions Available:** 4
Kathleen.Sielaff@alverno.edu **Salary Level:** Entry level 1

<p><u>Primary Function:</u> 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>

Principal Responsibilities

1. Deliver, set up and pick up audio visual equipment used on campus daily. Staff will teach you how.
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, document troubleshooting calls, and schedule appointments.
4. Enforce Media Hub Policies and Procedures for the Media Hub labs.
5. Video record speeches and other presentations throughout each semester including mid-semester assessments and other college externals.
6. Help students and faculty receive assistance from Media Hub staff when needed.
7. Assist with classroom equipment maintenance and inventory. Assist with cleaning Media Hub lab computers.
8. Comply with safety procedures and maintain clean and orderly work areas.
9. Assist with the Department Fair during Orientation and also Graduation if needed.
10. 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.
11. Perform other tasks as necessary to support the mission of the College.
12. More advanced opportunities available as you gain experience. If you have more experience such as video editing, photography, or writing technical instructions please apply and we can discuss that.

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 and the ability to work with interruptions
6. **Good attendance and reliability essential**
7. **Availability to work some weekends and during the week, sometimes early morning hours.**
Semester break and summer break hours available.

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. Great staff to work with.

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.