STUDENT JOB DESCRIPTION

DEPARTMENT: Learning Environments  LOCATION: Steinmetz 110  
STUDENT SUPERVISOR: Ginny Solomon  
WORK AVAILABLE: DAYS X NIGHTS X WEEKENDS X

POSITION DESCRIPTION: Learning Environments Student Technician

Plan and perform multiple time-critical tasks with little or no individual supervision; Delivery and retrieval of audio visual equipment; Setup and operation of video and data projection systems and audio/public address systems; General office duties that may include answering phones, data entry and filing; Assist in maintaining equipment in campus-wide storage caches; Assist full-time staff with all related duties. Evening and weekend hours may be required and may be without direct supervision.

REQUIREMENTS/SPECIAL SKILLS

Ability to work independently without direct supervision after receiving training. Some mechanical aptitude needed. Ability to learn set-up, operation and troubleshooting procedures for audio visual equipment. Experience with computers required; both PC and Mac platforms preferred. Must be reliable, prompt and courteous. Must be fluent in English language (both verbal and written); Must be able to negotiate stairs while carrying up to 25 pounds. Summer employees must have worked for Learning Environments during an academic year and must be available to work the 2 weeks before Fall Term classes begin.

DEPARTMENT HEAD: ___________________________ DATE: __________________

SUPERVISOR: _______________________________ DATE: __________________