

Student Job Description

Department: Information Technology Services - Learning Environment Support

Location: Steinmetz Hall, Room 110

Supervisor's Name: Ginny Solomon

Please indicate hours/shifts available: days, nights and weekends

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Student Technician

Duties and Responsibilities:

- Plan and perform multiple time-critical tasks with little or no individual supervision
- Deliver and retrieve audio visual equipment
- Set up and operate video and data projection systems and audio/public address systems
- General office work including: answering phones, data entry, and filing
- Assist in maintaining equipment in campus storage caches
- Assist full-time staff with all related duties

Qualifications for the Position:

- Ability to work independently after training period
- Some mechanical aptitude
- Ability to learn set-up, operation, and troubleshooting procedures for audio visual equipment
- Experience with computers is required (both PC and MAC systems preferred)
- Must be able to negotiate stairs carrying 25 lbs.