

Student Worker 2 – Sample Job Description

Job Title: AV Services Student Employee

Job Category: Technology

Hourly Rate: Student Worker 2 (\$16.50/hour)

Job Description:

AV Services Student Employees will serve as the first contact for AV services on the campus. The AV services group is responsible for audio visual support for the campus community including classes and events (physical and virtual). Staff will report to the Manager of the Classroom and Events Technical (C&E) Support team.

Responsibilities include:

- First contact assistance for the campus community including: Walk-ins, phone support, email, and virtually (Zoom)
- Gathering information and establishing connection between users and AV staff
- Event setup and support including: computers, cameras, microphones, Blu-ray discs, touch panels, etc.
- Training users on classroom and equipment function
- Classroom checks
- Preventative maintenance and simple repairs of equipment
- Inventory
- Assistance with live audio and video

Job Requirements:

- Customer service oriented (experience preferred)
- Audio Visual and IT interest (experience preferred)
- Adaptable
- Team player
- Proactive
- Creative problem solving
- Self-motivated
- Ability to lift up to 50 pounds
- Office Work and Video Experience

Learning Outcomes:

Accountability, Accuracy, Autonomous Decision Making, Collaboration, Communication, Critical Thinking, Customer Focus, Deductive Reasoning, Goal Setting, Interpersonal Skills, Leadership, Organization, Patience, Problem Solving, Professionalism.