

HAMILTON COLLEGE POSITION DESCRIPTION

Position Title: Audiovisual Student Worker
Department: Information Technology Services / Audiovisual Services Team
Supervisor: Multimedia Coordinator
Date: March 2008
Contact: Stefany Lewis- slewis@hamilton.edu

1. POSITION SUMMARY

AV Student technicians are expected to operate various pieces of audiovisual equipment. Including video, film, data projection, video and audio recording, sound systems of all sizes. Schedule will vary each week, including nights and weekend hours.

2. MAJOR RESPONSIBILITIES

- a. On call- morning and/or afternoon hours. On call will sort through the prior evening's equipment to ensure all equipment was returned and put away properly. The will also do pick up and deliveries of films, DVD's or VHS tapes as needed per delivery/pick up cards. The on call student will also prep equipment for morning, afternoon, and evening jobs. On call workers also help in the AV office answering phone calls, helping with trouble calls and last minute requests.
- b. Videotaping and/or audio taping guest lectures, classes, class presentations, concerts, dance and theatre performances, and sporting events.
- c. Provide sound support for events.
- d. Data projection and/or laptop hook up support for events or classes.
- e. Video projection support- showing movies (DVD's, 16 mm films, VHS tapes) for classes or events.

3. JOB REQUIREMENTS –

- a. Have good knowledge of technology-enhanced classrooms, labs, and auditoriums including podium systems to assist in classroom and event support.
- b. Must be able to lift and/or move heavy equipment up to 50 pounds.
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- d. Must have the ability to deal with customers in a professional manner and provide professional Audiovisual support to any campus event or request.
- e. Must have a good working knowledge of Audiovisual equipment and Audiovisual systems.
- f. Must have a working cell phone for easy communication with members of the Audiovisual team.

4. SPECIFIC SKILLS/ABILITIES –

Student should possess good communication, and organizational skills. Should be responsible, trustworthy, punctual and pay attention to detail. Any level of technical skill with computers, or electronics would be beneficial.