

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Audio Visual Assistant
Audio Visual
Library
Matt Zhorne
Academic Year
\$7.25/hour

**Principal Duties
and Responsibilities**

Campus. Assist the Media Specialist in the set up, delivery, and maintenance of campus Audio Visual equipment.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Troubleshooting of electronic equipment.
Basic knowledge of library functions.
Occasional heavy lifting.

Expectations

Must report to the Media Specialist every day and complete posted assignments.
Provide fast and safe services.

Working Conditions

Required to set up and deliver equipment in all weather conditions year around.

Other