



## STUDENT JOB OPPORTUNITY

**JOB TITLE:** *Student Audio/Visual Assistant*

**DEPARTMENT:** ITS

**CONTACT PERSON/EMAIL/PHONE #:** Annie Foster [fostera@etown.edu](mailto:fostera@etown.edu) 717-361-1473

**TO APPLY:** Send Resume and Cover Letter to [fostera@etown.edu](mailto:fostera@etown.edu)

**STUDENT JOB DESCRIPTION:** Audio/Visual Assistant to work during the Summer (with the possibility of extending through the school year) with the Classroom A/V Tech staff member on A/V equipment installation/upgrades and firmware upgrades for Crestron, AMX and Extron equipment. Position will also setup and run on-campus Media Services events. Will also serve as a Help Desk assistant as needed assisting in daily operations of the Help Desk including assisting students over the phone and walk-in customers as well as on-site visits. Prior A/V experience desired but all interested can apply.

**QUALIFICATIONS:** List any specific to the dept & choose all that apply from this list:

- Current student
- Have an exemplary work ethic by being productive, self-motivated, and dependable
- Strong organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Creative problem-solving skills.
- Exceptional customer service skills.
- Excellent oral communication skills.
- Proficient with Microsoft Office (Word, Excel, Access, Publisher)
- Utilizes critical thinking

**PHYSICAL DEMANDS**

- Occasionally required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and/or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Regularly required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Regularly required to lift up to 25 pounds and carry a distance of 10 feet.
- Regularly required to push and/or pull up to 25 pounds a distance of 10 feet.

**HOURS and/or HOURS PER WEEK REQUIRED:** 8:00 – 4:30 Monday-Friday

**PAY RATE:** Starting at \$8.00/hr ; Summer Housing & Meals included

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.):

**Driver's License/Golf Cart Trained**