Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>AV Assistant</th>
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<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>ISR - Information Technology</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Rob Petrie</td>
</tr>
<tr>
<td>Work Location</td>
<td>Mayer Hall 227 or As Assigned</td>
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<tr>
<td>Account Number</td>
<td>01-63627-00000-00000-xxxx</td>
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Do multiple individuals hold this position at one time?  
☐ Yes  ☐ No

Number of positions available: 2

Work Schedule

A student in this position can expect to work varying hours per day, 10 hours per week.

The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.

Hours are available during the following times of the day: varies, most work is scheduled after 4 PM and on weekends.

Department/Position Overview

The Information Technology (IT) Department is part of the Information Services and Resources (ISR) Division of Beloit College. The mission of IT is to provide high quality technology resources, services and support to the campus community.

This position provides audio-visual (av) support during campus special events, helps to maintain college-owned av equipment and also provides technical support and training on av loaner equipment and av equipment installed in campus spaces. The candidate should have some familiarity with audio/visual and computer equipment, strong communication skills, high quality customer service standards and the ability to work efficiently without immediate supervision. Additional training will be provided.

More Detailed Information Available

https://www.beloit.edu/isr/it/

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Maintain the confidentiality of departmental/employee/student information

☒ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Other duties as assigned by supervisor.
Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Powerpoint, Quicktime, VLC Player
- Familiarity with specific equipment, listed here: Computers, digital projectors, audio mixing boards, loudspeakers, lighting boards, video players, av cabling, cable management.

Completion of coursework or training, prior experience, and/or specific certifications, listed here:

- High quality customer service standards
- Ability to quickly learn how to use current and new equipment
- Ability to quickly adapt to changes