

**UNIVERSITY MEDIA SERVICES  
ELECTRONIC DISTRIBUTION  
STUDENT ASSISTANT 3 JOB DESCRIPTION**

**Class 3 Pay Level \$8.25-\$15.25 per Hour**

Under minimal supervision and using independent judgment and established CSUS, UMS and SECC policies/ guidelines, this position assists in the operation of a broadcast switching facility.

1. Supervise the operation of all equipment in the Electronic Distribution system, i.e. VCRs, DVD's, film to video converters, digital and analog switchers, demodulators, waveform monitors, character generators, video processor, satellite receivers, time base correctors, patch panels, automation system and miscellaneous pieces of sophisticated electronic equipment integral to the campus classrooms and the community.
2. Responsible for the timely transmission via Comcast Cable, CCTV, ITFS, satellite, CVN, compressed video, microwave systems, and SECC transmission system to the campus classrooms and the community.
3. Responsibilities to include video duplication, transfers, cuing video tapes and films, establishing classroom remote controls, adjustments to audio and video signals, and the checking of channel and deck assignments for the classrooms.
4. Responsible for the appropriation and distribution of films / videotapes from the LMS, SECC, San Juan HS, LRCCD, other schools and sources for CCTV and cable programming.
5. Responsible for supervising, training and directing additional student workflow.
6. Responsible for the accuracy of the programming under his/her supervision. (logs/schedules)
7. Responsible for all the keys assigned to him/her.

**QUALIFICATIONS**

- Must have (2) two years experience in UMS Electronic Distribution, or a similar operation, with troubleshooting experience.
- Must speak and communicate well using English.
- Must be able to use independent judgment and initiative to resolve problems or refer them to the correct supervisor.
- Must be able to handle pressured incoming telephone calls regarding classroom AV problems, video reception problems and system failures.
- Must be able to operate and troubleshoot audio-visual and video equipment and systems.
- Must be able precise, self-motivated, reliable and willing to learn.