

**UNIVERSITY MEDIA SERVICES
ELECTRONIC DISTRIBUTION
STUDENT ASSISTANT 2 JOB DESCRIPTION**

Class 2 Pay Level \$7.25-\$9.00 per Hour

1. Assist the supervisor in the operation of all equipment in the Electronic Distribution system, e.g., VCR's, DVD'S, film chain, automation system and digital router, character generator, still store unit, video processor, satellite receivers.
2. Responsible for timely transmission via Comcast Cable, CCTV, ITFS, satellite and microwave systems to the campus and community.
3. Responsibilities include recordings, dubs and transfers, assisting with cueing up tapes on assigned decks, audio adjusting and program automation system.
4. Must be able to handle pressured incoming phone calls regarding classroom AV problems, video reception problems and routing phone calls to supervisors.
5. Minor filing and confirmation of orders and tapes.
6. Ability to recognize system problems and/or failure and contact supervisors and maintenance engineers.

In addition must be able to accept more responsibilities:

1. Ability to perform work without supervision (early morning, evenings, weekends and holidays).
2. Responsibility for building & office key.
3. Assist supervisor with processing timesheets, video logs and tape inventory.

QUALIFICATIONS

- Preferably should have one semester experience operating CCTV equipment and working as a part of a public service organization
- Ability to speak English well.
- Must be able to operate and troubleshoot audio/visual and video equipment and system.
- Must be precise, self-motivated, use good judgment, be reliable and must be willing to learn.
- Must be able to get along with others and handle customer pressure.