

**UNIVERSITY MEDIA SERVICES
ELECTRONIC DISTRIBUTION
STUDENT ASSISTANT 1 JOB DESCRIPTION**

Class 1 Pay Level \$6.75-\$8.00 per Hour

RESPONSIBILITIES

- 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.**
- 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 a 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.**

QUALIFICATIONS

- 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**