



EMU Student Center: Building Operations

Audio Visual Technicians

(as of 5/26/10)

Description:

The Audio-Visual Technician will work directly with the Audio-Visual Manager. The Audio-Visual Technician position is vital to the success of everyday technology at the Student Center. The Audio-Visual Technician is responsible for setup, running, and take down of audio/visual (A/V) equipment used throughout the building. The Audio-Visual Technician will also provide technical assistance and support throughout the building. The Audio-Visual Technician will also provide technical assistance and support during events as requested or as needed. It is important that the Audio-Visual Technician be familiar with the building, its equipment, policies, programs, and services and the day-to-day schedule of events. This position offers the opportunity to grow as a student and professional.

General Responsibilities:

- Read and interpret room diagrams.
- Set up/remove room setups and change room arrangements, including tables, chairs and stages in accordance with the schedule of events for the EMU Student Center.
- Ensure setup and put away of A/V equipment is completed for all events. Make sure A/V closets are kept in order.
- Respond to requests from the Audio-Visual Manager, Event Planning Director, and Student Building Manager.
- Inspect rooms for damage, cleanliness, and document issues to be addressed. Give documentation to supervisor.
- Reading and interpreting room diagrams with respect to A/V setups.
- Setup A/V equipment for meetings and various functions around the building.
- Troubleshooting A/V equipment when there are technical questions or problems related to A/V equipment and identifying appropriate solutions.
- Serve as on-sight A/V support for events that take place in the Student Center.
- Provide basic instruction on the operation of A/V equipment to customers as necessary.
- Clean and maintain equipment, report damages to the Audio-Visual Manager.
- Assist in weekly inventory of A/V equipment.
- Assist with room setups and teardowns, as necessary.
- Attend A/V staff meetings and training sessions.
- Be attentive to the safety and security of the Student Center.
- Be aware of emergency procedures and troubleshoot concerns throughout the facility.
- Other duties as assigned.

Qualifications

- Must maintain at least a 2.5 GPA.
- Must have skilled knowledge of audio-visual equipment.
- Must have skilled knowledge of computers, presentation software and A/V equipment.
- The ability to work independently, identifying resources and make independent decisions.
- Strong oral communication skills.
- Ability to work in a team environment.
- Ability and interest in learning technology related skills.
- Demonstrate excellent interpersonal skills.
- Flexible hours for availability (including evenings and weekends) when the building is open.
- Positive customer-oriented attitude and professional image.



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Transferable Skills:

Transferable skills are those abilities that can be useful in many different settings. They can make you qualified to enter into many different fields even though you may not have specific education or experience in that area. Your position will allow you to progressively develop a variety of skills in a supportive environment where you can improve upon your weaker abilities, monopolize on your strengths, learn from your mistakes, and create your own personal character in the work setting. The following list identifies only **some** of the skills that you will develop during your time working with us. The list is not all-inclusive.

Communication - the ability to listen to others objectively, paraphrase the content of the message, speak effectively, use various forms of written communication through written reports, etc.

Planning and Organization - the ability to identify alternative courses of action, accommodate multiple demands and requests, prioritize, establish goals and follow through on fulfilling these goals, manage time effectively, and predict future trends and patterns.

Event Planning - the ability to effectively plan programs, understanding what it takes to coordinate a successful event.

Interpersonal and Human Relations Skills - the ability to interact effectively with peers, colleagues and supervisors, the ability to work well in a group, express feelings appropriately, understand the feelings of others, contribute in staff meetings, and share in staff responsibilities.

Informational Management Skills - the ability to problem solve, sort data and objects, compile and rank information, apply information creatively to problems or tasks, synthesize facts, concepts and principles, understand and use

organizing principles, evaluate information against appropriate standards.

Critical Thinking Skills - the ability to identify quickly and accurately the critical issues when making a decision or solving a problem, identify problems and needs, identify information sources appropriate to a problem or need, and formulate questions to clarify a problem.

Valuing Skills - the ability to assess a course of action in terms of its long-range effects on the general human welfare, make decisions that will maximize both individual and collective good, and the ability to use ethical thinking and decision-making when solving issues.