California State University SAN MARCOS

Job Description

Department: University Student Union

Position Reports to: Technical Services & Media Coordinator

Position Title: AV/IT Student Assistant

Exempt or Non-Exempt: Non-Exempt

Time Base: Maximum 10-20 hours/week

PURPOSE OF POSITION:

Under general supervision, the University Student Union Audio Visual Student Assistant is responsible for providing excellent customer service to all patrons and guests of the University Student Union, while serving as an ambassador of the USU by working to increase student life throughout campus. This position may coordinate, implement, and plan projects of a varied and complex nature and foster working partnerships with several other entities on campus during events.

AV/IT Student Assistant

Position Requirements:

- Must be continuously enrolled at least half-time during the academic year with a **preferred anticipated graduation date of Fall 2027 or later**. Undergraduate students (including credential students) must be continuously enrolled for a minimum of 6 units. Graduate students must be continuously enrolled for a minimum of 4 graduate level units.
- Must maintain 2.0 cumulative GPA.
- Must remain in good standing with the University.
- Must be able to lift up to 50 pounds.
- Must be available to work summer, evenings and weekends as required for USU operation and events.
- Attend all required training programs.

Responsibilities include, but are not limited to:

- Meet with AV&T Service Coordinator, AVIT Student Coordinator, AVIT Student Logistics Assistant & USU staff to review written directions to determine operations priorities, timelines, and tasks.
- Required to do basic set up and operation of large and small-scale audiovisual systems for live events & IT related troubleshooting for the University Student Union
- Ensures a flawlessly executed event through accurate and timely setup, operation, and breakdown of basic audiovisual equipment as listed in the technical qualifications section
- Meet with guests on site to ensure that their needs are met, and the equipment setup is working properly. Monitors events and checks in on customers throughout the day. Understands and fosters the University Student Union/client relationship.
- Works with Event Managers and Coordinators to ensure a successful event
- Uses digital calendar to determine the equipment scheduled for set up and for strike
- Attend all required USU student assistant training programs.
- Provide assistance for conference room set-ups (includes ability to lift 50 lbs. using proper ergonomic procedures).
- Must be willing to work nights & weekends.
- Preferred but **NOT REQUIRED*** 1 year of audio-visual experience or equivalent.
- Related tasks as assigned.

Technical Qualifications: Familiarity with the following equipment is preferred but NOT REQUIRED*.

- **Audio -** House sound, wireless microphones, Power Speakers, Audio Recording, Audio Mixers
- **Video -** Meeting Room LCD Projectors, Digital Video Camera, Playback/record systems, Video Switching Systems
- **Lighting -** Up Lighting, GELS/GOBOS, Podium Lighting Kits, Basic Focus, Basic Dimming and control, Basic Electrical
- **Computers -** Display interface USB, Switching Loading, Apps/Drives Basic MS Office, I\P Addressing knowledge, IP Address Setup in Windows OS/Network Printers, Knowledge of DHCP/Static Addressing, Switches/Hubs/WAPS
- **Rigging -** Ground Supported Equipment (Standing Truss Sections with equipment, etc.), Banners and Signs

AV/IT Student Assistant will have the opportunity to (or will be requested to) work additional hours assisting with University Student Union events. **Responsibilities for these additional hours may include but are not limited to:**

- Providing support for campus events.

- Assisting with room set-up/clean-up for campus events.

Hourly Rate: Starting at $17.40/hour

***NOT REQUIRED**: Students are not required to have full knowledge of the set of technical skills described, but willing to learn on the job and have at least one semester of training.*