Technology

G.A. Position: Technology

Department: Robert M. Smith Student Center

Supervisor: Mrs. Deborah L. Schell

JOB DESCRIPTION:

Assist with the planning and provision of Student Center support for all events, meetings, and programs hosted in the Student Center. This includes the selection, training, scheduling, and supervision of student employees and expertise in the operation of audio-visual equipment. Work cooperatively with all Student Center staff to meet the needs of building users.

JOB FUNCTIONS/RESPONSIBILITIES:

- Plan and communicate daily duty assignments for student employees to ensure that all equipment and technical support is provided for events, meetings, and programs hosted in the Student Center.
- Interview and make hiring recommendations for student employee staff.
- Continuously train and supervise student employees to insure effectiveness. Work specifically to train student staff on the operation of audio-visual equipment.
- Coordinate the scheduling of student staff for events requiring technology support, including ballroom events, theater events, conference activities, and other special programs.
- Maintain inventory of audio-visual equipment and supplies required to meet the needs of building users. Monitor functionality and make recommendations for repair and purchase of new equipment.
- Provide on-site technical support to building users by operating audio-visual and other equipment. Provide technical support to student employee staff by troubleshooting and problem solving audio-visual equipment issues.
- Assist in updating and maintaining the Student Center website.
- Work collaboratively with all Student Center staff to meet the mission and goals of the department, including participation in Student Center programming initiatives, training, employee recognition programs, administrative tasks, etc.
- Notify supervisor of any issues involving maintenance, housekeeping, building users, student employees, equipment, or other facility operations concerns.
- Attend regularly scheduled weekly meetings with supervisor and Student Center staff.
- Drive Pennsylvania state vehicles as required for delivery of equipment and transportation of individuals for Student Center programs.
- Perform other tasks as directed by the Director of the Student Center, the Assistant Director of the Student Center and/or other departmental supervisors.
DESIRED QUALIFICATIONS:

- Experience as a supervisor of other workers
- Effective oral and written communication skills
- Strong organizational skills
- Competence in operating audio-visual equipment including sound boards
- Experience working effectively in a fast-paced environment requiring exceptional customer service

GRADUATE STUDENT OUTCOMES:

- Experience hiring, training, scheduling, and supervising student employees
- Experience in facility operations and event planning

APPROPRIATE SRU GRADUATE MAJORS:

- Counseling and Development - Student Affairs in Higher Education
- Counseling and Development
- Parks & Resource Management
- Secondary Education

SUPERVISOR’S EXPECTATIONS:

- Position requires 17.5 hours per week to be arranged with supervisor
- Evening and weekend work is a routine aspect of this position
- Heavy lifting and moving of equipment, tables, chairs, etc. is required
- Position is part of the Division of Student Life and as such will include other duties necessary to ensure the success of major events sponsored by the Division, including Welcome Week, Orientation, Saturday Showcase, Homecoming, etc.

CONTACT INFORMATION:

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