



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Audio Visual Technician
Department:	Conference and Events
Hourly Rate:	\$13.00
Posting Date:	January 16, 2019
Hours:	Up to 20 hours per week; weekend and evenings required; shifts based on operational need of the organization

Position Definition

Under general supervision from the Audio Visual Coordinator, the Audio Visual Technician performs routine and non-routine tasks in support of the equipment associated with Conference and Event services.

Essential Duties

- Responds to a variety of customer inquiries and requests for information in a timely and professional manner
- Sets up, operates and breaks down audio and visual equipment including computers, laptops, microphones, mixers, amplifiers and stage lighting equipment
- Assists with inventory, maintenance and organization of equipment in storage spaces
- Assists the Conference and Events staff with room setups, minor maintenance and light custodial tasks including vacuuming, dusting, sweeping and emptying trash
- Corresponds with customers regarding their equipment needs
- Accurately communicates information regarding Associated Students, Inc. (ASI) and Bronco Student Center (BSC) events
- Remains current on and knowledgeable of ASI and BSC events, programs and services
- Performs other duties as assigned

Qualifications

- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Ability to operate audio mixers, microphones, amplifiers, speakers, digital audio workstations, LCD projectors and lighting equipment
- Basic soldering skills, preferred
- Familiarity with the BSC and its operations, preferred
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to operate a computer work station utilizing word processing, spreadsheet and other computer applications in use
- Ability to perform accurate, detailed work
- Ability to prioritize tasks, display initiative and remain flexible in a fast-paced and changing environment
- Ability to follow routine verbal and written instructions
- Ability to maintain professional work conduct
- Ability to make independent decisions and make recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work with a diverse student population and campus community

Work Environment

Work is occasionally performed outdoors in varying weather conditions including extreme heat. While performing the duties of this job, the employee is frequently required to stand, walk, run, talk, see, hear, and utilize manual dexterity, eye-hand coordination, and verbal communication. Must be able to utilize office equipment (telephones, calculator, copier, fax), sit, crawl, climb, bend, and lift up to 30 pounds.

Employment Eligibility:

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 3.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer term and for students who have applied for graduation for the current term. Applications for employment are available at the ASI Human Resources Office located on the first floor of the Bronco Student Center, Room 1216 or online at <http://asi.cpp.edu/about-us/employment-opportunities/>

Systemwide Smoke and Tobacco Free Environment EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.

<http://www.calstate.edu/EO/EO-1108.html>

Mandated Reporting Requirement:

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

About the Associated Students Incorporated:

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

ASI is an Equal Opportunity Employer