

Job Announcement

Job Title: A/V Event Support Assistant

Department: Information Technology

Reports To: Nathan Reichert, A/V TSS I

Pay Status: Non-Exempt

Position Status: Student Worker

Approved By: Dr. Jason Graffagnino,
VP of Finance & Operations

Position Summary:

The A/V Event Support Assistant is a Student Worker position responsible for delivering fast, friendly, and dependable A/V Event Production Services to Faculty, Staff, and Students.

Knowledge, Skills, and Abilities:

Must be friendly and helpful in a customer-centered environment. Knowledge of audio-visual hardware. Knowledge of Windows and Macintosh operating systems and peripheral support. Strong oral and written communication skills; excellent interpersonal and teamwork skills. Ability to multi-task, manage workload, give attention to details, and strong problem ownership skills are critical. Must be punctual and dependable.

Minimum Education & Experience Requirements:

Basic experience in A/V Setup and Event Production is helpful, but not required. Preference will be given to applicants with experience in Higher Education and/or AV Event Production.

Application Submission Process:

Please submit completed TMU application and resume to:

Nathan Reichert, A/V TSS I

nreichert@truett.edu
(706)-865-2134 x3407

Truett McConnell University, Attn. IT
100 Alumni Dr., Cleveland, GA 30528

Deadline to submit resumes: **Accepting applications until positions are filled.**

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