

California State University, San Bernardino
SANTOS MANUEL STUDENT UNION
Student Assistant Job Description

JOB TITLE: Audio/Visual Technician

DEPARTMENT: Operations

HOURS PER WEEK: Up to 20 hours per week

BEGINNING SALARY: \$17.00 per hour

Under the direction of the Santos Manuel Student Union (SMSU) Services Coordinator and the AV Specialist, Audio/Visual Technicians are responsible for supporting day-to-day operation of all SMSU Buildings during events. The Audio/Visual technicians assist clients and guest with their audio and visual needs, including but not limited to providing the proper microphone, wireless mics, projections, stage lighting, along with answering general questions, and promoting a fun environment. All duties will be performed in a friendly, professional, and courteous manner at all times.

JOB DUTIES:

- Set up, take down, and properly store away all audio and visual equipment in a timely manner
- Assist with set up, focus, and operating lighting equipment
- Create an enjoyable/comfortable ambiance to ensure the event is a one of a kind experience
- Assist with live sound equipment
- Learn to properly run cables
- Ensure safety measures are being followed
- Able to use ladders
- Assist with set ups for bands, dances, conferences, banquets, among other events
- Learn what equipment would work best for certain events
- Maintain all closets used by AV techs
- Update inventory list and report any damaged equipment
- Troubleshoot any AV problems that may arise and quickly come to a solution
- Report any injuries or incidents to Operations Staff or Building Managers
- Provide excellent customer service to clients
- Work on professional development as assigned by Services Coordinator and the AV Specialist
- Become certified in but not limited to CPR/First Aid/AED and Scissor lift operation
- Other duties as needed

QUALIFICATIONS:

- Currently enrolled CSUSB Student
- 2.0 or above GPA
- Detail-oriented, well organized, and able to remain focused in an environment with constant interruptions
- Project management and has strong leadership skills
- Must have a professional demeanor
- Quick learner

- Ability to manage a multitude of tasks simultaneously, under pressure, and with accuracy
- Ability to work under time restraints and meet deadlines
- Ability to adhere to work rules, follow directions, use time effectively, and work productively
- Dedication to providing superior customer service
- Troubleshooting skills
- Ability to work independently and without close supervision
- Strong verbal communication skills required, including ability to share relevant information, ask questions, listen well and respond appropriately
- Ability to lift up to 50 pounds
- Flexible hours
- Punctuality and dependability
- Willing to work nights and weekends
- Ability to learn and operate various audio boards and lighting boards
- Comfortable dealing with the public and communicating with customers, students, and staff
- Ability to establish and maintain cooperative relationships with co-workers and clients
- Enthusiasm for working with a culturally diverse student population, staff, and guests