

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: 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.**

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.