

Job Title: Media/ AV assistant

Department: Operations

Campus: South Charleston

Job Supervisor: Carl Fuller

Employment Period: Full Academic Year

Number of hours per week: 20 hours per week

Description of Job Duties and Responsibilities: Media/AV assistant operate, maintain, produce, and troubleshoot audio-visual equipment and materials. Working in academic or business settings, media technicians schedule and assist with the usage of equipment to enhance meetings, lectures, seminars and events. Media/AV assistant can also provide instruction in the use of media and computer technology within the workplace. Media/AV assistant also setup and breakdown for events as assign by supervisor