

# Northwestern Michigan College

## Job Description

<b>Job Title:</b>	Technician Assistant, Media Services-Student Employee
<b>Department:</b>	Educational Media Services
<b>Reports To:</b>	Technical Coordinator-Educational Media Technologies
<b>FLSA Status:</b>	Non-Exempt
<b>Prepared By:</b>	Bob Chauvin, Technical Coordinator-Educational Media Technologies
<b>Prepared Date:</b>	September 8, 2000, Revised March 28, 2005
<b>Approved By:</b>	Bill Hendry, Director of Human Resources
<b>Approved Date:</b>	October 15, 2002

### Summary

Assists as directed working in an office of Northwestern Michigan College as a student employee by performing the following duties:

### Requirements

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Performs the daily instructional media distribution to the classroom and the operation of the video distribution system.
- Delivers, sets up, and tests operation of all types of media equipment for a class or special event.
- Delivers and picks up parts and supplies to and from local vendors. Assists Media Services staff Technicians in the cleaning of equipment.
- Operates and updates the Media Services daily activity computer database.
- Must be able to work in a fast paced environment and handle distribution activities with courtesy and calmness.
- Deliver, set up, and test operation of media equipment used to meet the instructional and administrative needs of NMC.
- Loads, cues and routes media programming into the video distribution system.

**Within 3 weeks of the initial hire, the student needs to be able to perform the following tasks:**

- Connect a laptop computer to a data projector
- Connect a VHS to TV in a classroom
- Connect a second TV to a mounted TV in the classroom
- Replace a bulb in an overhead projector
- Set-up a slide projector in a classroom
- Connect a VHS deck to a video/data projector
- Set-up a VCR in the Video Distribution System
- Know the location of all the media equipment storage rooms
- Know the location of regular courier run drop off locations
- Be able to do very simple troubleshooting, e.g., ensuring equipment is plugged into the correct input.

### Education and/or Experience

Some experience with computers preferred but not required.

### Certificates, Licenses, Registrations

Must have a valid Michigan driver's license.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the college.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.