



JOB DESCRIPTION: Equipment Room

Name of Position: Equipment Room Student Worker

Department: Communication/English/Computer Science Department

Campus Location: Lower level Christy, equipment room

Supervisor: Becky Mangus, faculty assistant

Length of Contract: Spring or Fall semester

Pay Rate: Minimum Wage

Job Purpose: Work in equipment room checking equipment in and out to students.

Job Responsibilities:

- Greet students and answer questions about proper handling of equipment.
- Check out equipment using Library system data entry.
- Maintain equipment inventory.
- Assist with printing photos on photo printer.
- Other administrative duties or special projects as assigned.

Qualifications:

- Some camera usage experience preferred.
- Prefer communication, computer science or English majors or students involved in broadcast journalism, TV, radio, newspaper or yearbook.
- Excellent communication skills.
- Detail oriented.
- Resourceful, responsible and reliable.
- Self-starter with understanding of professional work place behavior.
- Willingness to tackle new projects.
- Ability to work between 10 – 20 hours per week, some evening hours. Equipment room hours are from 8 AM to 7 PM Monday - Thursday and 8 AM to 4 PM Friday.
- Flexible schedule.

Skill Development Areas:

- Customer service, time management, multitasking, and intercultural proficiency

Evaluation: Student workers will meet with faculty assistant in October and March and with the division chair in December and May for an evaluation based on criteria below.

Areas for evaluation:

- ✓ Punctuality and Reliability – Review student's record of reporting for work on time and when assigned.
- ✓ Professionalism – Review students record of workplace behavior.