JOB DESCRIPTION---STUDENT ASSISTANT

Position: Media Technology Assistant

Reports to: Instructional Technology Specialist/Head of Media Services

Requirements: Current AASU students enrolled for a minimum of 12 semester hours undergraduate or 6 semester hours graduate (6 for both in summer) who enjoy working with the public. Must be punctual, dependable, and honest. Must be able to pay close attention to detail. Typing skills and computer experience are helpful. Should be a good listener and able to follow directions well. Should have initiative and be able to work without a great deal of instruction or supervision. Should have good customer service skills and be able to work well with others. Good driving skills are also required.

Description: Assist Media Services department with circulating various types of media and distributing multimedia and audiovisual equipment.

DUTIES
Customer service
Answer phone promptly and record messages
Charge/Discharge all circulating media
Charge/Discharge all reserve items
Shelve circulating and reserve media
Multimedia/audiovisual equipment circulation
Place items on "hold"
Perform daily equipment inventories
Pick up and set up multimedia/audiovisual equipment
Perform weekly room checks
Troubleshoot equipment problems

***Perform other duties as assigned.

RESPONSIBILITIES
Arrive to work on time.
Arrive at least 10 minutes early
Notify supervisor of any problems encountered while on duty.
Be familiar with all Lane Library and Media Services policies and procedures.
Refrain from personal calls or visits from friends while on duty.
Report scheduling conflicts or illness promptly and arrange for a substitute.
Write down your schedule so that you will know when you are on duty.