Job Description

Position Title: Administrative Assistant for Audiovisual Technology
Department: Audiovisual Technology
Division: Finance and Administration
Reports to: Director of Audiovisual and Technology Support
Work Hours: 37.5 hours per week
Status: Full-time
FLSA Classification: Non-exempt
Last Revision Date: 12/20/16

SUMMARY
The administrative assistant for audiovisual technology provides clerical and administrative support to the director and department of audiovisual technology.

ESSENTIAL FUNCTIONS
- Serve as the primary point of contact for all equipment requests.
- Maintain and coordinate office files.
- Oversee the office work order board.
- Process all incoming and outgoing invoices.
- Dispatch student technicians as necessary.
- Process all requests for equipment and AV setups.
- Enter days and times on control system schedule for technology access in technology rooms.
- Administer online equipment tracking of data projectors, laptops, camcorders, conference phone, etc.
- Process and track all new equipment orders and warranty information.
- Track consumables (video and audio stock, projection lamps, etc.) and orders as appropriate.
- Verify student technician timesheets.
- Conduct all duties and responsibilities in a safe manner in compliance with LVC policies and procedures.
- Perform all other duties and special projects as assigned.

PRINCIPAL INTERNAL WORKING RELATIONSHIPS: faculty, staff, students, event offices, athletics department.

EXTERNAL WORKING RELATIONSHIPS: guest presenters, event coordinators for outside groups, and vendors (B&H Photo-Video, Pureland Supply, Harrison Bros. Supply, Office Depot, etc.).

EDUCATION AND/OR EXPERIENCE
- High School Diploma or equivalent.
- Two years’ comparable experience working in a similar environment.

REQUIRED KNOWLEDGE AND SKILLS
- Ability to work in a very fluid work environment.
- Ability to react calmly to all sorts of situations and constituencies.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to multitask with success with a keen attention to detail.
- Capacity to deal effectively with a wide range of constituencies and confidential situations.
- Appreciation for the mission of a residential liberal arts college.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint).
PHYSICAL REQUIREMENTS
This position requires the visual ability to perform detailed work at close distances (computer screens). This position regularly requires verbal communication of detailed information to others either by phone or in person. Working environment includes primarily indoor work. Physical requirements including standing, sitting, walking, bending, stooping, hand/eye coordination, finger dexterity and reaching overhead. This position also requires substantial movements (motions) of the wrists, hands, and/or fingers repetitively.