Federal Work-Study Position Available

Today's Date: July 2011

**HIRING DEPARTMENT:** Campus Center

**DESIRED START DATE:** Fall 2011

**EMPLOYMENT HOURS:** up to 20 hours a week

**JOB POSITION TITLE:** Event and Audio-Visual Technician

**JOB DESCRIPTION & DUTIES:**

Technicians and event staff are responsible for setting up any event with tables and chairs and any audio visual equipment for the events held on campus. They will also assist with any technological functions such as computer set-up, PowerPoint presentations and more. They will be responsible for the set-up and take down of all equipment of the room layouts in accordance with the campus event. As an event and audio-visual technician you must have flexible hours including nights and weekends to meet the needs of events on the ULV campus. Experience working with audio-visual, lighting, and sound equipment is preferred.

**SUPERVISOR’S NAME:** Doug Waite

**SUPERVISOR’S CONTACT INFO:** dwaite@laverne.edu or (909) 593-3511 ext. 4911