Federal Work-Study Position Available

Date: 2011-2012

HIRING DEPARTMENT: Radio/TV

DESIRED START DATE: Start of Fall 2011 semester

EMPLOYMENT HOURS: Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

JOB POSITION TITLE: RADIO/TELEVISION OFFICE ASSISTANT 1

JOB DESCRIPTION & DUTIES: Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

SUPERVISOR’S NAME:

SUPERVISOR’S CONTACT INFO: srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

HIRING DEPARTMENT: Radio/TV

DESIRED START DATE: Start of Fall 2011 semester

EMPLOYMENT HOURS: Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

JOB POSITION TITLE: RADIO/TELEVISION OFFICE ASSISTANT 2

JOB DESCRIPTION & DUTIES: Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

SUPERVISOR’S NAME: Shane Rodrigues

SUPERVISOR’S CONTACT INFO: srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

HIRING DEPARTMENT:  Radio/TV

DESIRED START DATE:  Start of Fall 2011 semester

EMPLOYMENT HOURS:  Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

JOB POSITION TITLE:
RADIO/TELEVISION OFFICE ASSISTANT 3

JOB DESCRIPTION & DUTIES:  Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

SUPERVISOR’S NAME:
Shane Rodrigues

SUPERVISOR’S CONTACT INFO:
srodrigues@laverne.edu  or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

**HIRING DEPARTMENT:** Radio/TV

**DESIRED START DATE:** Start of Fall 2011 semester

**EMPLOYMENT HOURS:** Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

**JOB POSITION TITLE:** RADIO/TELEVISION OFFICE ASSISTANT 4

**JOB DESCRIPTION & DUTIES:** Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

**SUPERVISOR’S NAME:** Shane Rodrigues

**SUPERVISOR’S CONTACT INFO:** srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

**HIRING DEPARTMENT:** Radio/TV

**DESIRED START DATE:** Start of Fall 2011 semester

**EMPLOYMENT HOURS:** Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

**JOB POSITION TITLE:** RADIO/TELEVISION OFFICE ASSISTANT 5

**JOB DESCRIPTION & DUTIES:** Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

**SUPERVISOR’S NAME:** Shane Rodrigues

**SUPERVISOR’S CONTACT INFO:** srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

HIRING DEPARTMENT: Radio/TV

DESIRED START DATE: Start of Fall 2011 semester

EMPLOYMENT HOURS: Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

JOB POSITION TITLE:
RADIO/TELEVISION OFFICE ASSISTANT 6

JOB DESCRIPTION & DUTIES: Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

SUPERVISOR’S NAME:
Shane Rodrigues

SUPERVISOR’S CONTACT INFO:
srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

**HIRING DEPARTMENT:** Radio/TV

**DESIRED START DATE:** Start of Fall 2011 semester

**EMPLOYMENT HOURS:** Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

**JOB POSITION TITLE:**
RADIO/TELEVISION OFFICE ASSISTANT 7

**JOB DESCRIPTION & DUTIES:** Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

**SUPERVISOR’S NAME:**
Shane Rodrigues

**SUPERVISOR’S CONTACT INFO:**
srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

**HIRING DEPARTMENT:** Radio/TV

**DESIRED START DATE:** Start of Fall 2011 semester

**EMPLOYMENT HOURS:** Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

**JOB POSITION TITLE:** RADIO/TELEVISION OFFICE ASSISTANT 8

**JOB DESCRIPTION & DUTIES:** Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

**SUPERVISOR’S NAME:**
Shane Rodrigues

**SUPERVISOR’S CONTACT INFO:**
srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

HIRING DEPARTMENT: Radio/TV

DESIRED START DATE: Start of Fall 2011 semester

EMPLOYMENT HOURS: Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

JOB POSITION TITLE: RADIO/TELEVISION OFFICE ASSISTANT 9

JOB DESCRIPTION & DUTIES: Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

SUPERVISOR’S NAME: Shane Rodrigues

SUPERVISOR’S CONTACT INFO: srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

HIRING DEPARTMENT: Radio/TV

DESIRED START DATE: Start of Fall 2011 semester

EMPLOYMENT HOURS: Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

JOB POSITION TITLE: RADIO/TELEVISION OFFICE ASSISTANT 10

JOB DESCRIPTION & DUTIES: Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

SUPERVISOR’S NAME: Shane Rodrigues

SUPERVISOR’S CONTACT INFO: srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

HIRING DEPARTMENT: Radio/TV

DESIRED START DATE: Start of Fall 2011 semester

EMPLOYMENT HOURS: Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

JOB POSITION TITLE: RADIO/TELEVISION OFFICE ASSISTANT 11

JOB DESCRIPTION & DUTIES: Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

SUPERVISOR’S NAME: Shane Rodrigues

SUPERVISOR’S CONTACT INFO: srodrigues@laverne.edu or 909-392-2713
Federal Work-Study Position Available

Date: 2011-2012

**HIRING DEPARTMENT:** Radio/TV

**DESIRED START DATE:** Start of Fall 2011 semester

**EMPLOYMENT HOURS:** Flexible, Monday through Friday 8 a.m. to 6 p.m., one mandatory shift 6 p.m. to 10 p.m. or weekend shift.

**JOB POSITION TITLE:**
RADIO/TELEVISION OFFICE ASSISTANT 12

**JOB DESCRIPTION & DUTIES:** Answer phones, typing, errands, assist in the organization of Radio/TV office, schedule studio/edit facilities, equipment reservations and perform a variety of duties for LVTV and LeoFM station operation including programming and production assistance and label audio and video tapes, CDs, and DVDs. Assist on television productions including operating camera, running cables, character generator operation. Assist students in radio labs, studio and transmitter maintenance, media organization and cataloging, cleaning and organizing of workroom and studios, LeoFM and LVTV studio maintenance and equipment organization, such as charging batteries, equipment checkout, editing bay reservations, monitoring videotapes borrowed and returned, labeling TV equipment and any other functions related to TV lab/studio operation. Assist faculty and staff. Monitor LVTV’s technical quality.

**SUPERVISOR’S NAME:**
Shane Rodrigues

**SUPERVISOR’S CONTACT INFO:**
srodrigues@laverne.edu or 909-392-2713