

## DEPARTMENT OF CAMPUS LIFE STUDENT COORDINATOR



### DESCRIPTION

Student Coordinators are responsible for event set-up and tear-down. This includes operating music/sound, light and video equipment, etc. In addition, Student Coordinators assist with all media editing (e.g. graphic design, photo and video editing, etc.). This is a part-time position with a maximum of 19.5 hours per week. **\*Must be able to work evening hours and lift 25 – 50 lbs.**

### RESPONSIBILITIES

1. Set-up and tear-down events.
2. Assist with event staffing and equipment operation.
3. Ensure facility space is used as outlined by facility and department policies.
4. Assist with general production team duties such as graphic design and pre/post event media needs.
5. Assist Facility Assistants and Desk Attendants with general questions and duties as needed.
6. Assist with maintaining facility aesthetics.
7. Assist with general facility duties as assigned (e.g. furniture moving, facility cleaning, report generation, etc.).
8. Other duties as assigned by Supervisor.

### KNOWLEDGE OF

- Clayton State University general policies and procedures
- General office, AV/Media and Production equipment
- Computer and software operation such as Windows, Mac OS, Adobe, Microsoft Office, web, etc.

### SKILLS

- Ability to communicate effectively in English, both orally and in writing
- Ability to interact effectively with individuals from diverse backgrounds
- Exercise independent judgment and decision-making
- Prioritize work assignments and work under general supervision
- Time Management