



Grinnell College

Student Job Description

Job Details

Job Titles: A/V Coordinator and Assistant
A/V Coordinator

Supervisor Title: Assistant Director of
Alumni and Donor Relations for
Reunion and Awards Programs

Department: Office of Development &
Alumni Relations

Pay Grade: IV (\$9.50/hr)
(as determined by policy manual)

ID: ST-DEVAR-008

Date Completed: 2/22/19

Position Description

The A/V Coordinator, with the assistance of the Assistant A/V Coordinator, will manage and facilitate all the technical needs for Alumni College and Reunion. This includes setting up for Power Point presentations, setting up and trouble-shooting sound and video systems, and ensuring that all A/V needs are met for all events throughout the weekend.

The Assistant A/V Coordinator will be lead on all A/V needs when the A/V Coordinator is not available.

These positions are part of the Reunion Senior Staff team.

This position supervises other students.

Supervision Description: Depending on the level of need, one or two Reunion Assistants will be assigned to the A/V Team and the A/V Coordinators will supervises these students. They will be responsible for assigning tasks, providing the resources needed to accomplish these tasks, providing clear instructions, and being available to assist when needed.

Qualifications and Professional Development

Qualifications:

Working knowledge of all audio-visual fields is necessary. Additional needs may include sound, lights, projection and technical devices. Must have prior A/V experience and have a knowledge all technology needed for events. The ideal candidates will be certified Technology Consultants (TC) and have at least one year experience in that role.

The A/V Coordinator and the Assistant A/V Coordinator need to have a valid driver's license.

Specific Skills Acquired/Developed: Computer skills; Computer skills; Word processing and Excel; Interaction skills; Organization skills; Time management; Team work; Working under pressure

Transferable Skills: Ability to work in a team structure; Ability to verbally communicate with persons inside and outside the organization; Ability to make decisions and solve problems; Ability to obtain and process information; proficiency with computer software programs

Schedule and Location

Location (physical address): All campus

Schedule: These positions are required to work beginning Tuesday, May 21 through Thursday, June 6. The A/V Coordinator and Assistant A/V Coordinator are expected to work 8-12 hour days during Reunion and 8 hour days in the days prior to and after Reunion.

There will be a mandatory training meeting on Sunday morning, April 28. Additional training meetings may be added for some specific positions.

Physical and Cognitive Requirements

Physical: sit; walk; stand; use hands to finger, handle or feel; talk or hear; light and sometimes heavy physical activity.

Cognitive: Analyzing information; Effective communication skills; Planning and organization; Adjusting to change; Coordinating work with others; Handling multiple assignments and priorities; Concentrating – maintaining attention to detail

Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion with the Associate Director of Alumni and Donor Relations for Reunion and Awards.

Application Instructions

Position Availability: Positions are available for summer 2019.

When to Apply: Applications are accepted until Tuesday, April 2.

FWS Information

- Position eligible as Community Service component.
- Position involves reading tutoring.
- Position possibly involves work in religious or spiritual services.

Working with Minors

- Has contact with minors while performing duties.