



MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE
Fergus Falls

School Year Work Study Position

August through May

1. On-Campus Department: IT AV/Telepresence/Multimedia
2. Supervisor: Jeffrey Haukos
3. Phone Number: (218) 736-1659
4. Location: On Campus
5. Room Number: S445
6. Number of Hours per Week: Up to 10 hours per week

7. Job Description and Qualifications:

Students should be reliable, self-motivated, able to work independently, and be eager to learn required tasks.

A general knowledge of Audio/Video equipment (Projectors, Amplifiers, Mixers, Microphones, etc.)

A general knowledge of video equipment (Digital Cameras, ITV/Telepresence codecs, etc.)

Familiar with Audio/Video formats (.mp4, .mp3, .wav, .aac, .wmv, .wma, .mov, etc.)

Familiar with Audio/Video cables and connectors (XLR, VGA, HDMI, RCA, S-Video, USB, Serial cables, etc.)

Assist with inventory and disposal/recycling of AV and ITV Equipment

Perform minor maintenance on classroom components (Replace bulbs, filters, cables, cleaning, etc.)

Minor troubleshooting and repair of issues in classrooms, lecture halls, Legacy Hall, Labs, etc.

Perform setup and take down of AV equipment for sports, music, arts, and conference events.

Provide AV support during various events. (May require assistance on evenings and weekends)

Assist IT staff in installation and testing of new systems. Provide training to faculty/staff/students
Provide phone and in-person support while working in the office.

8. Student Out Come:

Provide Audio/Video/Telepresence/Event Tech Support