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- Technical Assistants provide expanded support for sound reinforcement, lighting, computer, and audio-visual support. These staff members set up, operate, and break down the technical equipment for each event. These students will interact directly with clients and presenters on a regular basis, requiring outstanding customer service skills.
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- Serves to assist all Davis Center clientele and staff with any technical needs they may have in a professional manner. These items include but are not limited to: Customer service and support, wired and wireless microphones, PowerPoint presentations, computer systems, video systems including cameras and projections, wireless connections, stagehand skills, organizational and maintenance tasks.
 - Have thorough understanding of the projection, lighting, audio, video and control systems in the Davis Center including knowledge of troubleshooting methods.
 - Working knowledge of event spaces
 - Submit necessary shift and event reporting paperwork
 - Ensure proper set up of spaces and conference rooms for events.
 - All Technical Assistants are expected to participate in weekly training hours, meetings, and assist other areas of the DC Operations team when requested.
 - Set up and break down all audio/visual, lighting and computer components for events in the Davis Center.
 - ✖ Assist customers with technical needs
 - Maintain appearance and functionality of all audio/visual, lighting, and computer equipment.
 - Maintain a clean work environment
 - Maintain a professional appearance to include wearing issued Davis Center shirt and nametag.
 - ✖ Attend all scheduled meetings and training sessions.
 - Perform other duties as assigned.

Position Description Student Employment

Updated: March 2022

- Ability to handle a variety of situations simultaneously in a professional and efficient manner
- Ability to positively represent The Davis Center and The University of Vermont
- Enthusiasm for working in a diverse, team-centered, and environmentally friendly office environment
- Motivation to increase and share in the community building at the University of Vermont
- Strong customer-service, communication, problem-solving, and organizational skills
- Desire and ability to work a flexible schedule that requires work on nights and weekends as well as early mornings
- Ability to provide Tech Level I service at the completion of training period (*see Tech Levels and descriptions*).
- Ability to resolve problems efficiently and quickly
- Ability to follow instructions and interpret set up diagrams
- Ability to manage time, take initiative and prioritize tasks while on shift
- Interest in increasing knowledge and skills related to technology.