



Federal Work-Study (FWS) Job Description

Department: IT (Events Coordinator)

Position Title: Student Worker

Supervisor: Adrian Fox

Position Summary

Assist the Information Technology Department with audiovisual support, event technology, and basic IT operations. Responsibilities include setting up and operating audiovisual equipment for campus events, providing technical support, assisting with computer and equipment deployment, and supporting routine IT projects. This position provides valuable experience in information technology, audiovisual systems, customer service, troubleshooting, and event support while contributing to the effective use of technology across campus.

Essential Duties and Responsibilities

- Assist with the setup, operation, and teardown of audiovisual equipment for campus events.
- Provide basic technical support for classrooms, meetings, and special events.
- Assist with computer, printer, and technology setup and troubleshooting.
- Help maintain inventory, organize equipment, and manage cables.
- Complete documentation, assist with event preparation, and perform other assigned IT support duties.

Required Qualifications

- Federal Work-Study eligibility
- Enrolled SCC student
- Ability to maintain confidentiality (FERPA, if applicable)
- Reliable attendance and professionalism

Preferred Qualifications

- Interest in information technology, computers, or audiovisual systems.
- Strong customer service and communication skills.
- Dependable, organized, and willing to learn new technologies.
- Ability to work independently and as part of a team.

Knowledge, Skills, and Abilities

- Basic computer hardware and software knowledge.
- Ability to troubleshoot basic technology and audiovisual issues.
- Strong organizational and time management skills.
- Excellent communication and customer service skills.
- Ability to follow instructions and adapt to changing priorities.
- Ability to work effectively in both office and event environments.

Working Conditions

Work is performed in offices, classrooms, conference rooms, auditoriums, and other campus facilities. Duties require standing, walking, bending, and lifting or moving audiovisual and computer equipment weighing up to



40 pounds. Evening or occasional weekend hours may be required to support campus events. The position involves frequent use of computers, audiovisual equipment, hand tools, and other technology.

Work Schedule

Schedule determined around the student's class schedule.
A minimum of 10 hours a week availability is requested.

Learning Outcomes

- Develop technical skills in information technology and audiovisual systems.
- Gain experience troubleshooting hardware, software, and event technology.
- Strengthen communication, customer service, and teamwork skills.
- Learn project planning, event support, and technology inventory management.
- Build professional problem-solving skills and transferable workplace experience in technology support.

Acknowledgment

Students are expected to comply with all Shawnee Community College policies, maintain satisfactory academic progress, and perform assigned duties in a professional manner.