

**STUDENT CENTER TECHNICIAN - CAMPUS LIFE & STUDENT LEARNING****DEFINITION**

Under general supervision, performs a variety of technical activities pertaining to the operations of the Mary Stuart Rogers Student Learning Center, including media equipment and technology; participating in general program development and production; performing semi-skilled set construction, lighting and sound functions; operating audio-video equipment, ID machine, video games, camcorder and digital cameras; creating spec sheets and operating portable media carts.

**DISTINGUISHING CHARACTERISTICS**

This is a full working technical level class within the Yosemite Community College District (YCCD). Incumbents perform technical duties in support of department administrative and operational activities. Incumbents utilize technical knowledge of specialized subject areas to make decisions and complete assignments.

**SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under general supervision, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of student employees on a project or assignment basis.

**ESSENTIAL DUTIES**

- Perform inspection of student center environment to ensure compliance with safety regulations and guidelines.
- Prepare spec sheets and design standard floor plans for general Mary Stuart Rogers (MSR) use.
- Provides support for ASMJC and campus events held in the MSR.
- Assist in rigging lighting and sound system set up for conferences and special events.
- Interpret event plans and assist groups in working within center guidelines.
- Set up sound boards and mix the microphones, CD and tape equipment.
- Maintain an appropriate inventory of tools and equipment essential to minor stagecraft functions and activities.
- Maintain various records, including a monthly MSR calendar of events and center usage reports.
- Complete requisitions and work orders, order materials, and supplies.
- Plan, organize, and develop recommendations to improve center facilities, systems, equipment, and fixtures.
- Perform a variety of clerical functions to support ASMJC and student life activities.
- Produce student ID cards using data systems and graphical software.
- Assist with supervision of students using the game room and computer lab.
- Assist in the supervision of student workers. Performs other related duties as assigned.

## **TYPICAL WORKING CONDITIONS**

Work is typically performed in both indoor and outdoor environments.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Possession of a High School Diploma or GED, supplemented by course work in media applications at the community college level.
- Experience: Three years of technical office administrative experience involving the operation of a media service program.

### **Special Requirements:**

- None

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### **Knowledge of:**

- Media equipment operations; materials and tools used in technical stagecraft construction, maintenance, and repair task
- Sound and lighting production processes; safety requirements, policies, regulations and guidelines pertaining to stage productions
- Center equipment and facility management
- Safe working methods and procedures
- Good communication and customer service skills
- Microsoft Office applications.

### **Ability to:**

- Effectively perform responsible media service functions
- Prepare and maintain a variety of automated records and files to present clear and comprehensive reports
- Effectively organize and guide the work of student workers
- Understand and carry out oral and written directions with minimal accountability controls
- Establish and maintain effective working relationships with those contacted in the course of work

**Licenses and Certificates:**

- Depending upon assignment, possession of a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 80 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Class Adopted:**

**Class Amended: 7/01/2019**