

## **Student Equipment Assistant**

Assist students and faculty with equipment checkout. This position requires excellent organizational and communication skills. Attention to detail is a must. Experience with multimedia equipment a plus.

### **Job Responsibilities:**

Work within TeamDynamix track student equipment, execute incoming orders and place items on reserve for students.

Check in /out student equipment and assist students. Alert staff of overdue equipment

Keep up-to-date inventory count of Equipment at Media Tech desk.

Clean, Maintain and troubleshoot student equipment.

Other duties as assigned.