

Position Description

Jobcode/Classification:	Student Assistant (7968)
Working Title:	Student Technician I
Salary Admin Plan/Range:	Student Assistant (01)
Target/Hiring Range:	\$8.65-10/hr
College/VP Office:	Office of Executive Dean of ASC
Department:	D4350
Position Organization:	43504 Technology Services
Supervisor:	Doug Dangler

Detailed Job Description

Hours/Shift:

10-12 hours a week; maximum 20 hours per week, if necessary for customer demand.

Summary of Duties:

Student will assist with video production, from videography to production, and complete Service Desk ticket documentation and tracking. Other duties as assigned. Occasional nights and weekend duties.

Duties Description

Duty %	Duty Description
80	Assist with video production, from videography to production
10	Service Desk ticket documentation and tracking
10	Other duties as assigned

Education and Experience

Required:

Experience with basic video camera operation and shooting techniques, basic lighting principals, and basic audio/microphone use. Experience with **Adobe Premiere**, Audition, Photoshop or equivalent. Proactive. Interested in learning new software and techniques. Excellent oral and written communication skills; excellent customer service skills; demonstrated professionalism in appearance and reliability; must be able to lift up to 35 lbs.

Desired:

Microsoft OS and Office and Outlook for PC and Mac; Internet Explorer and Firefox browser; Mac OS and Safari browser; HP and Dell printers; basic computer networking comprehension. Experience with Adobe After Effects.

Application

Interested candidates should send resumes to Doug Dangler, dangler.6@osu.edu, no later than September 5 at 5 pm.