

Job Profile

Job Profile Name:	Audio/Visual Assistant A
Job Code:	CADA-00003
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of low complexity and the incumbent performs them using precise instructions provided by his/her immediate supervisor or other team members.

Typical Functions:

1. Greets clients and answers general inquiries with a positive attitude. This includes queries regarding equipment use and policies and procedures.
2. Collects and enters data into established inventory databases.
3. Performs basic audio/video equipment maintenance with basic troubleshooting.
4. Records various events and submits recordings to client as required. This may include webcasts and live audio/video events.
5. Maintains work area in a clean and orderly fashion. Opens and secures the area daily.
6. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with minimum or no experience