**POSITION DESCRIPTION**

**Position Title:** Student Media Assistant **–** ST043W

**Department:** Charles W. Reeder Media Center, W&M Libraries

**Reports to:** Student Supervisor

**SUMMARY:**

As a student employee of the Charles W. Reeder Media Center, you will work under direct supervision and exercise a sufficient level of independence, initiative, good judgment, and creativity. You will work collaboratively with library staff to promote mission of advancing multimedia literacies and you are expected to gain a wide range of competencies related to the multimedia production process and emerging educational technologies.

You will be expected and required to participate in a structured training and evaluation process. Competencies will be assessed via the examination process. Continued employment will be based on successful completion of training, and demonstrated mastery of essential operations and competencies.

**ESSENTIAL FUNCTIONS:**

As a Student Media Assistant at the Charles W. Reeder Media Center, responsibilities include:

* Assist patrons with equipment reservations and related-inquires
* Advise patrons in the use of equipment and efficient use of media software
* Troubleshoot and assist patrons on media-related projects (video/audio editing, graphic design, podcasting, photoshoots, production, media management techniques, etc.)
* Maintain and assist with educational technologies used in Media Center spaces including screening rooms, videoconferencing & instruction spaces, media recording studios, and a media production room
* Participate in continued & consistent training and evaluation
* Special tasks & projects that contribute to Media Center operations

**QUALIFICATIONS:**

* Good customer-service skills / service-oriented
* Enjoys working in a creative, fast-paced, dynamic work environment
* Good problem-solving skills
* Attention to detail
* Has a strong desire & willingness to learn
* Collaborative team player
* Good communication skills

Equipment used in the Media Center:

* Various computer platforms (MAC, PC)
* Cameras (DSLRs, video cameras, point-and-shoots, webcams, GoPro, 360º)
* Lenses and accessories (flashes, lens adapters, remote, filters, etc.)
* Microphones (wireless, lavalier, shotgun, condenser, etc.)
* Audio recorders, audio interfaces, mixers, USB mics, mobile production equipment
* Peripherals: cables (USB, XLR, ¼”/guitar), adapters/dongles, headphones, tripods, mobile accessories
* Large format document/film scanners
* Basic studio spaces

Software used in the Media Center:

* MacOS operating system
* iMovie
* GarageBand
* Audacity
* Microsoft Office
* QuickTime
* Zoom
* Toast Titanium
* Libcal (online reservation system)
* Alma (Library software system)