

Position Description

POSITION PROFILE

Position Title: *Student Event Tech*

EOU Department/College: *Eastern Student Entertainment/Center for Student Involvement*

EOU Supervisor Title: *Director of Student Involvement*

Typical Job Duration: *Academic School Year 2024-2025*

Job Level: *Level 2: \$14.20 hr*

Type of Schedule/Typical Hours: *Dependent on events, will work with class schedule*

Typical Number of Hours Per Week: *8-10 hours a week*

POSITION INFORMATION

Student Position Description Summary: *Eastern Student Entertainment is seeking an energetic person to provide tech support for student activities and engagement on campus. This position reviews programming, meets technical support needs and assists with promoting events.*

Job Duties/Responsibilities/Essential Functions: *Help the Director and Manager set up tech for events, be there to troubleshoot potential problems; aid in determining riders*

HIRING CRITERIA

Minimum Qualifications:

- *Ability to troubleshoot technical problems*
- *Develop and maintain inventory of ESE equipment*
- *Review contract riders for events with Director and Event Manager*
- *Able to remain professional and calm when working with individuals*
- *Be in good academic and behavioral standing with the university.*

Preferred Qualifications:

- *Familiarity with large multi-power amp line array systems*
- *Knowledgeable in sound/light equipment*
- *Working knowledge of ESE A/V equipment*
- *Ability to lift and carry up to 50 pounds*

Desired Knowledge, Skills & Abilities: *Knowledge of Technology, Time Management*

STUDENT LEARNING OUTCOMES

As a result of completing this employment, the student will:

Academic Learning Outcomes:

Industry Learning Outcomes: *Gain hands-on experience in event planning*

Career-Readiness Learning Outcomes: *Increase tech knowledge*

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- Student Activities Board conferences
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework