

DUDLEY H. DAVIS CENTER
Technical Assistant

The Technical Assistant is a vital member of the Davis Center team, providing expanded support for sound reinforcement, lighting, computer, and audio-visual support. Reporting to the Technical Services Management Supervisor, these staff members will handle all types of audio-visual support for events in the Davis center.

Responsibilities:

1. Provide audio-visual and computer setup for meetings and events in the Davis Center
2. Provide audio reinforcement for all speakers, discussion panels, bands and performances.
3. Conduct inventories of audio-visual equipment. Maintain appearance and safety of all equipment storage rooms.
4. Attend all scheduled meetings and training sessions.

Qualifications:

1. Must attend required technical certification training on all systems and equipment in the building and receive associated certification.
2. Basic understanding of signal flow, signal path, and gain structure.
3. Technical troubleshooting abilities. Ability to resolve problems efficiently and quickly.
4. Desire to work within a flexible schedule.
5. Interest in increasing knowledge and skills related to advances technology and audio-visual equipment.
6. Sense of responsibility for facility operations
7. Strong customer-service, communication, problem-solving, and organizational skills.
8. Ability to positively represent the Davis Center and the University.

Skills/Experience Acquired:

1. Developed sound, lighting, and computer technology skills.
2. Extensive understanding of audio physics, acoustics, and electronics,
3. Enhanced troubleshooting skills
4. Enhanced interpersonal and customer service skills.
5. Experience working on a diverse and environmentally friendly staff committed to personal and professional growth.