

Media Service Specialist

Level G-03

Salary Range: \$9.00 - \$11.50 Hourly

Institutional Mission

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

Position Overview

The Media Assistant/Service Specialist facilitates and supports the Christian culture of SAGU by attending to media needs in the various campus venues during campus events and productions.

Major Responsibilities

- Represent the Christian culture of the University to students, employees and guests.
- Operate audio/visual media equipment for requested campus activities as assigned
- Provide audio/visual setup and operation for chapel functions
- Assist with inventory and maintenance of all University audio/visual equipment
- Assist in training and coordinating student workers for audio/visual equipment setup, operation, and maintenance.
- Assist in coordinating and maintaining the duplication of all audio/visual products for the University

Qualifications

- Faith, service and lifestyle that meets University expectations (See IPM sections: “Statement of Core Values,” “Doctrinal Statement,” “Christian Standards,” “Lifestyle Standard.”)
- Bachelor’s Degree preferred
- Knowledge of audio/visual practices, procedures, and equipment
- Knowledge of video, sound, and projection production, including pre- and post-production procedures
- Knowledge of stage lighting, sound dynamics, and general stage production
- Ability to communicate effectively, both orally and in writing
- Ability to operate tools and equipment used in the audio/visual field such as recorders, sound mixers, projectors, and electronic test equipment
- Willingness to work on a flexible schedule as required
- Ability to protect the privacy of educational records
- Ability to pay attention to detail
- Ability to serve guests effectively and efficiently
- Ability to work professionally and courteously with the public, faculty, and staff

Organizational Relationships

Reports to and is accountable to the Director of Media Services

Contact: Human Resources at humanresources@sagu.edu

Application Process: Applications are available in the Human Resources office or one can be downloaded and printed at www.sagu.edu/employment. Incomplete forms will not be accepted. Your resume may be included when submitting the application to the Human Resources Office. An online application is also available at www.sagu.edu/employment.

Fair Labor Standards Act

This position is non-exempt from overtime.