



Student AV Technician

The Bernhard Center is the student center of Western Michigan University. The building is used by students, faculty, administration, alumni, and the public for meetings, banquets, dances, parties, and a host of other activities. The Student Facility Technician is responsible for assisting the building's professional House Staff during weekdays/nights and some weekends.

Qualifications

- Must have full or part time WMU student status.
- Must maintain at least a 2.5 GPA.
- Must have the ability to lift equipment of up to 60 lbs. and energy to do continuous labor, including setting up chairs, tables, dance floors, stages, and other heavy equipment for up to 3 hours.
- Must be available to work some weekends

General

- Ensure the proper setup of equipment including tables, chairs, and audio-visual, etc. for a variety of events.
- Light cleaning to ensure the acceptable presentation of all chairs and tables.
- Attend meetings for schedule updates and special setup information.
- Attentive details to the operations of the Bernhard Center, such as room setups, maintenance needs, etc.
- Complete other duties as assigned

Special Events

- Work with clients to ensure the set-up requirements for their events are met.
- Commit to this position for at least 1 year
- Maintain the predetermined work schedule, and inform the Operations Supervisor and Professional House Staff when unable to do so.
- Attend all mandatory monthly meetings, unless discussed with Operations Supervisor ahead of time
- Present a positive and professional attitude at all times
- Adhere to the established dress code