

Electronic Media Student Worker – Application

PRINT CLEARLY

Name: _____ Student ID A# _____ Date: _____

Address: _____ City, State Zip _____

Phone: _____ Alternate Phone: _____

TESC E-mail: _____@evergreen.edu Personal E-mail: _____

Work Study Qualified? Y N Unsure Work Study Allocation: \$ _____

Program/Contract: _____

Please give one work or academic reference. Name: _____ Phone: _____

Academic Year Standing (circle one): 1 st 2 nd 3 rd 4 th 5 th

Date available to start: _____ Please note times when you **will be available** for work.

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Are you available to work on Saturdays: Y N Time _____ Sundays: Y N Time _____

What experience (work, volunteer, hobby, etc.) have you had with the following (include equipment, when, where, etc.)?

COMPUTER (Multimedia, Graphics, Word Processing, Data Entry): _____

AUDIO: _____

VIDEO: _____

MEDIA PRODUCTION: _____

FOR OFFICE USE ONLY:

Date Received: _____ Interview Date: _____ Interviewer: _____ Supervisor: _____

Effective Date: _____ Rate: _____ Reappointment: _____ SWS FWS EWS INST

Electronic Media Student Worker – *Job Description*

Electronic Media is part of the Media Services group at The Evergreen State College. We oversee instruction, audio/video/media for campus production, and technical support for campus media classrooms. We also oversee a variety of media production facilities including: a television studio complete with video playback and editing systems, audio and music technology labs, as well as production and editing studios.

The Electronic Media student worker duties may include:

- Support of Electronic Media operations including front desk shifts, production and classroom facility checks, and other related administrative support.
- Video Production support to all video editing and production facilities.
- Audio Production support which involves providing equipment set-up and operation for presentations, concerts, and other media support for campus productions.
- General classroom technical media support.
- Multi-media computing and lab support.

All student workers will:

- Assist Electronic Media staff in giving one-on-one training to students, faculty, and staff in use of media equipment.
- Assist in inventory control, statistics, and preventative maintenance. Answer phones, assist other media staff assigned public work areas, and perform other duties as required.

Qualifications & Requirements

We are committed to hiring a diverse group of students. Applicants must have the ability to understand and use media tools, work well with the public, and be motivated to learn. Electronic Media is looking for student employees who are punctual, work well independently, are able to work with deadlines. We will provide on-the-job training in the operation of our facilities and equipment. Pay increases, when available, are based on additional job responsibilities, knowledge proficiency accrual, or after 400 hours of service.

All Electronic Media student workers are required to attend weekly meetings and training sessions. You will have the opportunity to work from 10 to 19 hours a week. Work Study student hours will depend on work study allocation. You will be required to work a minimum number of hours, including some evenings and weekends. We hope you can be a part of our team.

Electronic Media

Library 1501

360-867-6270

www.evergreen.edu/media

The Evergreen State College

Olympia, WA 98505
