

MEDIA COORDINATOR/ROOM SCHEDULER/ RECEPTIONIST

General Summary:

The person in this position, under the direction the Director of Facilities, will coordinate the AV/media department, manage room scheduling, serve as the receptionist for the school, and have supervisory responsibility for student workers. This regular staff position is full time and non-exempt.

Essential Duties and Responsibilities:

1. **AV/Media** – schedule AV/media needs; secure and track AV/media equipment; book AV/media reservations; hire and manage AV/media student workers; train PSR faculty and staff in use of equipment; troubleshoot AV/media for meetings, classes, events; maintain smart classroom podiums and update laptops on AV/media carts; keep supplies in stock; arrange and staff web conferencing and streaming, make sure weekly Chapel Service A/V needs are met; maintenance of all A/V equipment; able to work with soundboards, public announcement system, microphones, speakers, video cameras, projectors, PC & Mac, VHS & DVD, smart televisions, older audio receivers, adapters, hearing loops.
2. **Room scheduling** - use the EMS system to schedule classes, events, guest rooms, commuter rooms and public spaces; coordinate with student housekeeper to get guest rooms and commuter rooms cleaned; coordinate with student key host for off hour events; take payments for parking, guest rooms and outside groups renting space; manage keys for guest rooms, commuter rooms, and classrooms; meet timeline deadlines for room scheduling.
3. **Receptionist** - provide customer service for visitors, faculty, staff and students; maintain the mail system using mail meter, update mailboxes, and order supplies; answer and direct incoming calls; maintain administrative parking system-updating parking information sheets, sell parking tickets, issuing hangtags and guest permits; supply ordering; meet reception timeline deadlines; update reception manual as needed; update directories; hire and manage student receptionist.
4. **Housing** - assist in housing office during peak periods; placing students, organizing paperwork, managing files, and managing keys

Supervisory Responsibilities:

Supervise student crews including hiring, scheduling, work assignments and follow-up. Carry out supervisory responsibilities in accordance with the school's policies and applicable laws.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Knowledge, Skills, Experience

- Excellent knowledge of AV/media equipment use and maintenance; use of Zoom, LiveStream, PowerPoint, and other AV/media programs
- Ability to work independently.
- Excellent organizational skills.
- Ability to perform and track several tasks at once and complete in a timely manner.
- Ability to relate well with diverse population of co-employees, supervised employees, and public.
- Ability to work effectively in a multi-cultural and diverse environment.
- Supervisory skills.

- Ability to meet designated deadlines.
- Substantial interpersonal communication skills with the ability to relate cooperatively and effectively with staff, faculty, students, trustees, vendors, and visitors.
- Strong reading and writing skills.
- Strong computer skills with knowledge of Outlook, Excel and Word and the ability to learn new systems

Work Environment/Physical Demands:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hours of work - 37 hours per week.
- Vision - close vision, distance vision, color vision, depth perception and ability to adjust focus.
- Hearing - ability to hear verbal communications, to carry on telephone conversations, and hear co-workers and power equipment.
- Clear Speech - ability to communicate clearly in English to others as essential part of job function.
- Lifting/Carrying –ability to move equipment around
- Pushing/Pulling – ability to move AV/media carts
- Kneeling/Squatting – ability hook up equipment
- Standing – able to stand for at least one hour at a time
- Walking – able to walk around campus
- Bending –able to bend to hook up equipment
- Climbing – some climbing to maintain equipment
- Reaching – able to reach to maintain equipment
- Manual Dexterity and Grasping - Good fine and gross motor skills needed to work with various equipment and use computer keyboard.
- Regular Attendance - required to manage day-to-day operations.

Equipment Used:

Computer, phone, mail machine, copier, AV/media equipment- soundboards, public announcement system, microphones, speakers, video cameras, projectors, PC & Mac, VHS & DVD, smart televisions, older audio receivers, adapters, hearing loops and new equipment as it becomes available.

To Apply: Please direct cover letter and resume by March 31, 2017 to Terry Dyonzak, tdyonzak@psr.edu.