IT A/V EVENTS & SUPPORT LEVEL I

Division: Support Services **Department:** IT **Experience:** Entry-level

Job Code: FWSITAVEVNTSP **Supervisor/Reports To:** Brittany Mullins

Start Date: 8/25/2025

Assist with campus AV and IT event support by setting up and monitoring equipment. Ideal for students with an interest in technology, customer service, and event operations.

Responsibilities and Career Competencies:

1. Assist with AV and IT event support including set-up and tear down – C, TW, P, T

2. Monitor equipment during events to ensure smooth operation – C, TW, P, T

3. Assist with inventory and storage of AV equipment – C, P, T

4. Maintain communication with supervisor regarding scheduling and issues – C, P, TW

5. Provide customer service to faculty, staff, and students during events – C, TW, P

6. Follow safety protocols and equipment handling guidelines – P, T

Competencies/Skills: Communication (C), Teamwork (TW), Professionalism (P), Career & Self Development (CSD), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Technology (T)

Preferred Skills: Word, Excel, Social Media & New Technology, attention to detail, willingness to learn new things.

Work Schedule: Varies depending on campus events; flexible around student schedule.

Work Conditions: Indoor/outdoor event environments; noise and variable lighting.

Physical Demands: Lifting and carrying up to 50 lbs, reaching, stooping, handling equipment.

Number of Positions: 4

Pay Rate: $9.75/hour

Location: Armington 007

To Apply: Complete application and upload resume.

Application Notes: Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required

qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disabilities in its programs, activities, hiring, or the admission of students.