

Media Services

Media Coordinator/Service Specialist

Level G-03

Salary Range: \$9.00 - \$14.00 Hourly

Institutional Mission

The purpose of Southwestern Assemblies of God University is to prepare undergraduate and graduate students spiritually, academically, professionally, and cross culturally so as to successfully fill evangelistic, missionary and church ministry roles and to provide quality educational and professional Christian service wherever needed throughout the world.

Primary Function

The Media Coordinator/Service Specialist facilitates and supports campus media needs in the various campus venues during campus events and productions.

Major Responsibilities

- Operate audio/visual media equipment for requested campus activities as assigned
- Support all scheduling for events that are assigned to Media Services
- 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 Microsoft Office programs and Google tools
- 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 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.

Fair Labor Standards Act

This position is not exempt from overtime.