Media Services is hiring GAs

GA positions are available at the Media Services Department for the 2016 Spring Semester. The Media Services Department is in charge of all audio and visual equipment on the MIIS Campus. We provide support for classrooms and school events, and basic technical services for school projects. If you are interested in learning audio and visual techniques, and working as a graduate assistant supporting classrooms and events on campus, please send your resume to:

Vincent J. Mascal  
Media Services Department Manager  
Monterey Institute of International Studies at Monterey  
Monterey, CA 93940  
Office 831 647-4106  
Cell 831 596-9587  
vmascal@miis.edu  

or  
mediaservices@miis.edu.

Qualifications of applicants:

- Must have great interpersonal and communication skills
- Must have a customer service oriented mind.
- Must be responsible for duty and be punctual.
- Have an ability to work collaboratively
- Have an average knowledge of PC and Mac systems.
- Have an average knowledge of video projects
- Have an average knowledge of digital camcorders and audio devices.
- Have flexible working hours
- Relevant working experiences or background preferred
- Capable of learning new things quickly

Duties and Responsibilities:

- Equipment check-out/in documentation
- Classrooms support- laptop and projector set up
- School event support - equipment set up.
- User assistance and maintenance
- Simultaneous interpreting labs support
- Digitizing various different format of video recordings
- Converting, making copies of recordings
- Video Teleconference Systems setup and support
- Troubleshooting services
- Setup control booth in Irvine and operate all AV and Lighting equipment