

**Workstudy Job Description Announcement**

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| *Job Title*  | Lab-Tech  |
| *Department* | Film/Video Media (FVM) |
| *Campus & Location* | Lowry Campus, Colorado Film School, 9075 E. Lowry Blvd.  |
| *Supervisor* | Aaron Koehler Email: Aaron.Koehler@ccaurora.edu (No phone calls please)James Tharp (Proxy) Email: James.Tharp@ccaurora.edu (303.340.7322) |

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| **General Description** |
| Assist supervisor, department head, staff and faculty with all equipment cage services and film school operations.  |
| **Duties & Responsibilities**  |
| * General Customer Service – Assist guests, students, staff, and faculty with equipment and technology needs in the building. This includes: answering the Cage phone, responding to questions about equipment and/or technology, equipment check-ins & check-outs.
* Complete equipment check-ins & check-outs for students, staff, and faculty- Ensuring that all Safety Guidelines as approved by CCA are in-place, and in-practice.
* Assist in maintaining order and safety of CFS facilities, to include (but not limited to): the studio, computer labs, classrooms, equipment bays, and equipment cage.
* Assist with equipment inventory
* Assist with equipment repairs
* Barcode / Label / and Organize equipment and equipment packages.
* Training Video Production & Post Production.
* Assist with CFS special events.
* Assist with testing and development of equipment check-out platform (FSGreenlight)
* Equipment training and certifications
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| **Qualifications/Requirements** |
| * Must be willing to come to campus at least 5hrs/week
* Positive attitude and willingness to learn
* This job entails a combination of various physical activity and may include extended periods of standing, sitting, kneeling, and/or bending.
* Additional physical demands of the job include: lifting (up to 50lbs), working with ladders, and electrical tools.
* Must have strong communication skills
* This position may be required to work occasional special events to include evenings and off-hours.
* Attention to detail, along with a friendly, and pleasant demeanor is a must.
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| **Number of Hours per Week: 10-20**  |