

STUDENT EMPLOYMENT - POSITION DESCRIPTION TELECONFERENCE OPERATOR

DESCRIPTION: This position involves technical operation of the distance education and multimedia classrooms at The Pyle Center and the statewide teleconference networks and systems operated by Instructional Communications Systems, a unit of the University of Wisconsin-Extension. Duties will include, but are not limited to: monitoring, mixing, and distribution of audio and video signal sources, troubleshooting, report writing and other client services. These networks use a variety of technologies including broadcasting, professional audio, telephone, computers, audio and video teleconferencing, satellite and closed circuit television systems.

TRAINING: Training is on the job. You will learn a skill that will be impressive on any resume. Many past students have continued to pursue a career in telecommunications or distance education after graduation. Upon completion of training, the operator will be able to:

1. Operate routing and distribution equipment and teleconference bridges.
2. Operate professional recording and playback equipment.
3. Set up teleconference station equipment, microphones, phone lines, television monitors and projectors, satellite receivers and videoconference equipment.
4. Assist clients in use of the facilities in a professional manner.
5. Complete trouble reports and logs to maintain quality and assist with inventory control.
6. Troubleshoot network equipment with the end-user over the phone.
7. Operate computer controlled devices.

REQUIREMENTS: Applicant must be registered for a minimum of 3 credits at a UW System school or other Madison area college campus. Applicant **must** be available to work a minimum of **15 hours per week**. Due to the intensive training, applicant must be **available for a minimum of four semesters**. The successful applicant will also be able to demonstrate, during the interview, an aptitude towards the operating of technology and good people skills.

HOURS: We are open for business as early as 6am and as late as 10pm and occasional weekends. Flexibility in scheduling is essential to meet the programming needs of our clients so work schedules may change weekly. Summer and holiday hours vary and are awarded on the basis of seniority.

POSITIONS AVAILABLE: Preference will be given to applicants that are available during morning and mid-day hours. Additional positions may be available for other hours of operation.

STARTING WAGE: \$8.30/hour minimum (Note: as a student, Social Security tax is not withheld while you are enrolled.)

OTHER REQUIREMENTS: Applicants must have full use of her/his vision (including color perception), hearing, speech (intelligible English) and be able to operate equipment. Legible penmanship and a working telephone or cell phone and answering machine or voice mail at the employee's residence is required.

TO APPLY: Complete the attached Application and Class Schedule form (or provide a copy of your EASI schedule). Return form to the receptionist at Instructional Communications Systems, The Pyle Center, 702 Langdon Street. Interviews will be scheduled. If you have questions about this position, call Robert Aspinwall at 608-262-4391. You may keep this position description cover page.