

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: DUTV Broadcast Assistant

DEPARTMENT: Communication

DATE: August 18, 2014

SCHEDULE: Flexible – 10-15 hours per week

REPORTING SUPERVISOR: Brian Shipman

JOB FUNCTION:

The DUTV Broadcast Assistant for the Department of Communication will be instrumental in helping the department and its affiliate broadcast outlet, DUTV, accomplish specific tasks to operate efficiently and effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of time</i>	<i>Frequency</i>	<i>Description</i>
1.	70%	Ongoing	Produce video segments for DUTV.
2.	10%	Ongoing	Managing the equipment room of DUTV, responsible for all camera and equipment check in and out.
3.	20%	Ongoing	Campus errands related to DUTV.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Computer skills (OS X, word processor, Excel, Video Editing software.)
2. Ability to file & copy.
3. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
4. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

All work will originate in Shewmaker Hall, although some work will require student workers to use other facilities on campus.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and walk. Specific vision abilities required by this job include close vision.