Position Overview:
Under the supervision of and reporting to the SU Audio Visual Manager, the AV Office Assistant will provide administrative support and assist with the general duties of the Student Union Audio Visual services unit.

Position Responsibilities:
- Responsible for enforcing all Department, University, and related policies and procedures in matters related to the Student Union
- Supports an environment that encourages, values, and delivers outstanding customer services
- Assist A/V Manager with paperwork and scheduling of the A/V staff
- Clerical and organizational tasks
- Interpret the EMS (Event Management Software) A/V report information to schedule staff
- Review and enter schedule into WhenToWork for events
- Create, coordinate, and conduct agenda for mandatory A/V staff meetings
- Approves work schedule trades and informs A/V Manager
- Reviews technician reports and completes any follow up action items
- Keep maintenance and repair logs up to date
- Attends training sessions and meetings as required
- Perform related duties as required

Minimum Requirements:
- Excellent oral, written, and interpersonal skills
- Highly motivated and willing to learn
- Ability to respect the rights and privileges of others and to demonstrate civility in order to foster an inclusive community
- Excellent organizational skills (multi-tasking, problem solving, attention to detail, scheduling, logistics, etc.)
- Basic proficiency in Microsoft Word, Excel, and PowerPoint

Preferred Requirements:
- Advanced proficiency in Microsoft Word, Excel, and PowerPoint
- Ability to work a minimum of 8-hours per week
- Experience in a Student Union or equivalent environment