



COMMUNITY COLLEGE  
OF RHODE ISLAND

Department of Communication & Media

<b>Position Title</b>	<b>Media Lab Tech – Communication &amp; Media Dept.</b>
<b>Position Category</b>	Student Employment
<b>About CCRI</b>	<p>The Community College of Rhode Island is the state’s only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.</p> <p>At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.</p> <p>We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.</p> <p>We are OneCCRI, working together to prepare learners to achieve their highest potential.</p> <p>To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <a href="https://www.ccri.edu/equity/culture/guidingprinciples.html">https://www.ccri.edu/equity/culture/guidingprinciples.html</a></p>
<b>Job Summary</b>	<p>Under the supervision and direction of full-time Communication and Media faculty members, the student employee will assist on campus with equipment and facilities management for classroom/studio activities, editing suite checkout, software tutoring, administrative duties, inventory, media management, and television studio production.</p> <p>View information on our equipment center and media labs here: <a href="http://www.ccri.edu/cmmd/equipment">www.ccri.edu/cmmd/equipment</a></p>

<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with management, maintenance, and checkout of equipment and facilities in Knight Campus rooms 0526 and 0530 (TV Studio / Classroom / Media Production Suites / Control Room)</li> <li>• Assist in maintenance of video and audio production equipment</li> <li>• Provide assistance with facilities and equipment in other locations as needed</li> <li>• Respond to student questions on media editing software</li> <li>• Copy writing/editing, data entry, photo editing, and creating graphics</li> <li>• Create, record and edit video/audio content</li> <li>• Upload, tag and organize media files</li> </ul>
<b>Minimum Requirements</b>	<ol style="list-style-type: none"> <li>1. Currently enrolled student in Communication and Film/Media major or pathway</li> <li>2. Completed FAFSA and eligible for Federal Work Study or CCRI Student Help</li> <li>3. Recommendation from Communication &amp; Media faculty member</li> </ol>
<b>Campus Location</b>	Knight Campus
<b>Shift, Days, and Additional Work Schedule Information</b>	<p>2024-2025 shifts are to be determined. Typically two 4-hour shifts on weekdays; approximately 10-12 hours per week, based on Financial Aid award (max of 15/wk).</p> <p>Location: Knight Campus – TV studio/classroom and control room (rooms 0526 &amp; 0530); some shifts in Equipment Center 6561</p>
<b>Salary/Hourly Rate</b>	\$15/hr
<b>Reports To (Title)</b>	<ol style="list-style-type: none"> <li>1) Lab Assistant</li> <li>2) Communication &amp; Media Faculty Equipment Manager</li> <li>3) Communication &amp; Media Department Chair</li> </ol>
<b>Name of supervisor approving this timecard</b>	Jonathan Dorn, <a href="mailto:jadorn@ccri.edu">jadorn@ccri.edu</a> Direct report: Elizabeth Woodie, Lab Assistant, <a href="mailto:ewoodie@ccri.edu">ewoodie@ccri.edu</a>
<b>Desired Start Date</b>	<a href="#">9/23/2024</a>
<b>Position End Date</b>	5/14/2025
<b>Special Instructions to Applicants</b>	Applicants must be able to work within the available shifts
<b>EEO Statement</b>	CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>