



COMMUNITY COLLEGE
OF RHODE ISLAND

Department of Communication & Media

Position Title	Equipment & Production Tech – Communication & Media Dept.
Position Category	Student Employment
About CCRI	<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: https://www.ccri.edu/equity/culture/guidingprinciples.html</p>
Job Summary	<p>Under the supervision and direction of full-time Communication and Media faculty members and Lab Assistant, the student employee will assist on campus in room 6561 with equipment management/checkout, administrative duties, inventory, media management, and media production, as well as remote inventory management and postproduction work.</p> <p>View information on our equipment center and media labs here: www.ccri.edu/cmmd/equipment</p>
Duties and Responsibilities	<ul style="list-style-type: none">• Assist with management and checkout of equipment and facilities in Knight Campus room 6561• Assist in maintenance of video and audio production equipment

	<ul style="list-style-type: none"> • Provide assistance with facilities and equipment in 0526 and 0530 as needed • Respond to student questions on equipment • Refine existing equipment inventory documents • Assist with building online equipment lending database using inventory documents • Copy writing/editing, data entry, photo editing, and creating graphics • Refine customer-facing equipment inventory and lending site • Create, record and edit video/audio content • Upload, tag and organize media files • Creation and posting of social media content for program-related courses and activities • Emphasis on equipment management or production to be determined with supervisor
Minimum Requirements	<ol style="list-style-type: none"> 1. Currently enrolled student in Communication and Film/Media major or pathway 2. Completed FAFSA and eligible for Federal Work Study or CCRI Student Help 3. Completed or currently enrolled in FILM-1020 4. Recommendation from Communication & Media faculty member
Campus Location	Knight Campus
Shift, Days, and Additional Work Schedule Information	<p>Fall 2024 shifts are to be determined. Approximately 10-12 hours per week, based on Financial Aid award (max of 15/wk).</p> <p>Location: Equipment Center, Comm & Media Department offices, room KN 6561</p>
Salary/Hourly Rate	\$15/hr
Reports To (Title)	<ol style="list-style-type: none"> 1) Lab Assistant 2) Communication & Media Faculty Equipment Manager 3) Communication & Media Department Chair
Name of supervisor approving this timecard	<p>Jonathan Dorn, jadorn@ccri.edu</p> <p>Direct report: Elizabeth Woodie, Lab Assistant, ewoodie@ccri.edu</p>
Desired Start Date	9/23/2024
Position End Date	5/15/2025
Special Instructions to Applicants	Applicants must be able to work within the available shifts

EEO Statement

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.

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>