



Summer Internship Program May 26, 2020 - August 7, 2020 Job Description

Department Name: Student Equipment Services
Intern's Supervisor: Ann-Kristin Solstrand
Timesheet Approver: Gina Brinker
Assignment Location/Campus: Metropolitan Campus, 2900 Community College Ave., Cleveland, OH
Job Category (Select up to 2): Creative Arts Other
Number of Openings: 4 **Work Schedule/Hours:** 10 Hours a Week, TBD
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Department Description: (e.g. mission statement, department responsibilities)

Student Equipment Services provides loaner equipment for the students of Visual Communication and Design's various programs and Media Arts and Filmmaking. We work to make the students and faculty of these departments as successful as possible in gaining access to and using Tri-C provided equipment. Student Equipment services keeps track of, and monitors its use and maintains this equipment. In addition to this equipment, Student Equipment Services maintains the Apple labs for VCD and MARS as well as working with Information Technology Services in the maintenance of the Apple computers in these labs and the software provided for instructional use. We maintain the VCD print labs on three campuses, the edit suites at Metro and the TV studio at West.

Job Responsibilities:

- Help with summer equipment inventory
- Assist with lab clean-up and prepping for fall 2020 semester
- Provide customer service to students using labs during summer classes
- Assist the department with completion of a special project

Required Qualifications:

- VCD-Photo or MARS majors
- Intro to Digital Video and/or Photo I and/or RAT 1100
- Proficient with the use of Microsoft Office (Word and Excel)

Preferred Qualifications:

- MARS 2280 or Commercial Studio Techniques I