**Media Services Application**

**2015 Student Employment Application for Media Services: Campus Multimedia Experts**

Please indicate your area(s) of interest for Media Services work. Check all that apply:

[ ]  Campus events/activities with a fixed weekly schedule (chapel, vespers, office hours, classroom maintenance, e.g.)

[ ]  Campus events scheduled on an ad-hoc basis (social events, lectures, e.g.)

[ ]  Summer conferences and special campus events outside of the regular fall & spring terms

|  |
| --- |
|  |
| First Name: |  |  | Last Name: |  |  | Student ID: |  |
|  |
| GCC Email: |       |  | Campus Box #: |       |
|  |
| Room/Main Phone: |       |  | Cell Phone: |       |  | Date of birth: |       |
|  |
| Hometown/State: |       |  | T-Shirt size: |       |  | mo/yr GCC Grad: |       |
|  |
|  |
| Academic Advisor:  |       |  | Current QPA: |       |  | Current MQPA: |       |
|  |
| Academic Major(s)Minor(s): |       |
|  |
| Faculty or staff members who can recommend you: |       |
|  |
| Current students who can recommend you: |       |
|  |
| Special technical, computer, or other skills: |       |
|  |
| Previous (or concurrent) GCC campus jobs: |       |
|  |

1) Write a brief paragraph to tell us about yourself.

|  |
| --- |
|       |

2) Why do you want to work for Media Services?

|  |
| --- |
|       |

3) What exceptional qualities do you offer?

|  |
| --- |
|       |

4) List all significant communication and/or customer service experience:

|  |
| --- |
|       |

5) Indicate relevant technical and computer experience by checking any applicable boxes below. If necessary, provide explanation and or expand upon this list in the space provided or on a separate document/page.

**Hardware & Equipment Skills**

|  |  |
| --- | --- |
| [ ]  Sound board operation | [ ]  Live event tech setups and/or management |
| [ ]  Lighting board operation | [ ]  AV equipment diagnostics and repairs |
| [ ]  Professional camera operation | [ ]  Stagecraft / technical theatre experience |
| [ ]  Computer hardware repairs | [ ]  Other relevant experience/certifications (explain below) |
| Details:  |       |

**Operating Systems & Software**

|  |  |
| --- | --- |
| [ ]  Adobe Premiere Pro / After Effects | [ ]  Windows 8 / MS Office 2013 expertise |
| [ ]  Adobe Audition / Soundbooth | [ ]  Microsoft Expression Suite (or other streaming platforms) |
| [ ]  Other post-production editing software (explain) | [ ]  Web design and/or Flash animation |
| [ ]  AV control system programming / configuration | [ ]  Planning/organizational/office skills |
| Details:  |       |

***Please attach your current schedule and supporting documents (résumé, etc.) Submit this application and all secondary materials electronically from your GCC e-mail account to*** ***mediaservices@gcc.edu******.***

As you complete this application, please remember all your other commitments. Once we agree upon hiring you, we intend to rely upon your technical support for numerous campus events and activities throughout the year, even during busy times of the semester such as Homecoming, Family Weekend, etc. Mandatory on-site training will be provided after a successful shadowing experience. This will take place before the start of the fall semester, beginning Aug 18th, 2015. You will also be expected to attend any scheduled meetings unless there is a valid academic excuse, and use MS Outlook for event scheduling/e-communication.

**I acknowledge that the information I have provided in this application is complete and accurate. I understand that any references I have provided may be contacted, and I may also be asked to participate in a personal interview. Once hired, I understand that there will be numerous expectations of me, including covering events for which I am scheduled and providing written/pictorial feedback after such events. If my availability or circumstances change, I will notify the Media Services staff immediately. If hired, I agree to carry out all duties in a manner consistent with the mission of Grove City College.**

|  |  |
| --- | --- |
| (you may type your full name to ‘sign’ this application electronically)  ***Signature*** |  |
| ***Date*** |  |