

Media Technology Services Student Worker Application

Name _____ Date _____

Address _____ E-Mail _____

Phone _____ Cell Phone _____

Major _____ Minor _____

GPA: _____ Anticipated Graduation _____

Work-Study Eligible YES \$ _____ NO
(AMOUNT)

POSITION APPLYING FOR: (can check more than one)

Production Assistant _____ Maintenance Engineer _____

Equipment Checkout _____ Distance Learning Technician _____

Have you worked for Media Technology Services in the past? YES NO

If yes, in what position(s): _____

For how many semesters: _____

Relevant course work: _____

Relevant prior experience: _____

Will you hold any other jobs on or off campus? (List jobs and time commitment)

Are you a member of any campus committee or organization? (List organization and time commitment)

Do you have any physical restrictions that may limit your ability to lift objects over 30 lbs.? (LIST)

Please fill out the accompanying schedule.

Media Technology Services

Student Employment Guidelines

Media Technology Services is a unit of UW-Platteville that is charged with the following functions:

- 1) Provide video, audio, and multi-media services to the entire University
- 2) Provide classroom presentation equipment support
- 3) Supervise the use of the television studio and broadcast equipment
- 4) Supervise the use and maintenance of campus audio and video equipment
- 5) Program and operate UWP-TV
- 6) Train and schedule distance education technicians
- 7) Provide equipment services to the entire University

Student employees play a large role in the operation of Media Technology Services, with many positions similar to those you will find in the "real world". That is why we strive to organize and run Media Technology Services as if it were an actual for-profit entity. This is not an extra-curricular activity and you will be expected to show up on time, act, and dress in a professional manner for assignments.

On Monday of each week at 4:00 PM, Media Technology Services will hold a staff meeting in the 8th floor lobby. Meetings last 30 to 45 minutes. **These meetings are mandatory!** The only excuse will be if you have a class conflict at that time. Employees that have conflicts with the meeting time must make arrangements with the Director of Media Technology Services to get their assignments for the week.

Employees must also have a working telephone. Employees are required to maintain an overall grade point average of 2.5. Employees will be required at times to lift and carry objects weighing 30 lbs. Due to physical restrictions, if a student employee feels they can't lift or carry these objects, it will be their responsibility to inform the supervisor of their limitations.

As a Media Technology Services employee, your priorities will be:

- 1) Academic course work (classes, labs, study time)
- 2) Media Technology Services work assignments
- 3) Extra-curricular activities

Your education and academic work will always come first. You are here to earn your degree. However, this is a real job, not volunteer work. Sometimes the work will be hard, many times it will not be glamorous, but to the client (and us) it is very important.

I have read the above guidelines understand them and agree to abide by them. I also understand that failure to do so may be grounds for my dismissal.

Signed: _____ Date: _____