

# NEW YORK FILM ACADEMY

## NYFA ON CAMPUS JOB POSTING

**Position:** Student Events Support  
**Reports to:** Robert Coshnahan  
**Supervises:**

**Department:** Student Events  
**FLSA Status:** Hourly

**THIS IS A FEDERAL WORK STUDY POSITION. ALL APPLICANTS MUST FIRST APPLY FOR FEDERAL STUDENT AID FUNDING BY COMPLETING THE 2015-16 FAFSA. PLEASE CONTACT THE FINANCIAL AID OFFICE TO DETERMINE YOUR ELIGIBILITY FOR FEDERAL WORK STUDY EMPLOYMENT.**

**POSITION SUMMARY:** Provides support for NYFA events under the supervision of the Events Coordinator.

### **REPRESENTATIVE RESPONSIBILITIES:**

THE FOLLOWING RESPONSIBILITIES ARE GENERAL DUTIES THAT A PARTICULAR EMPLOYEE IN THIS POSITION MAY OR MAY NOT BE REQUIRED TO PERFORM. THE ACTUAL DUTIES REQUIRED OF THIS POSITION WILL VARY.

- Assist in arranging chairs in the room
- Prevent any interruptions by directing late attendees
- Monitor students during event to avoid cell phone interruptions
- After screening assist in flying in directors chairs, NYFA banner, and C-stand with microphone (only if comfortable with film equipment)
- During Q&A:
  - Take general notes and write down meaningful quotes.
- After Q&A assist in breaking down setup and loading directors chairs and equipment into vehicle if needed.
  - Put chairs back in regular order. Ask 5th floor receptionist sign off on room's condition.
  - Use student computer and mail robert.coshnahan@nyfa.edu and katherine.obrien@nyfa.edu the full names of general RSVP guests who attended.
- After Screening
  - Assist TA in setting up Skype computer, camera and microphone and then marking and removing these things before screening if necessary.
  - After screening assist in flying in Skype computer, camera and microphone if they needed to be removed for screening. After Q&A assist in breaking down Skype computer, camera and microphone.
  - Assist in taking down event posters on 3rd and 4th floor then putting them in glass case in front of NYFA Theater.
  - Assist in setting up snacks and drinks

## **KNOWLEDGE AND COMPETENCIES:**

- Broad knowledge and experience in film production
- Excellent oral and written communication skills
- Excellent interpersonal and communication skills
- Demonstrated ability to interact effectively and professionally with others
- Ethical / Honest - evidence of the practice of a high level confidentiality
- Ability to take direction and follow instructions
- Service and Action oriented – does what it takes to meet the expectations of customers
- Collaborative – enlists information from all sources to ensure the best solution to an issue

## **EXPERIENCE, EDUCATION, CERTIFICATION:**

- 3 years of progressive experience in customer service
- Specialized training in film production

## **REPRESENTATIVE MACHINES, TOOLS, EQUIPMENT AND/OR SOFTWARE USED:**

The following machines, tools, equipment and / or software are commonly, but not always, associated with the performance of this position. Actual machines, tools, equipment and/ or software used will vary.

- Office equipment including, but not limited to, computer, phone, fax machine, copier and calculator.
- Microsoft Office including Word, Excel, Adobe Reader, Power Point, Visio
- Company information system applications.
- ETC.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The following environmental / atmospheric working conditions are commonly, but not always, associated with the performance of this position. The actual working conditions will vary.

- Office environment
- While performing the duties of this job, the employee routinely is required to sit; walk; talk and hear; use hands to keyboard, handle, and feel; stoop, kneel, crouch, twist, reach, and stretch
- Requires sitting at a desk for prolonged periods
- Requires use of a computer (keyboard, monitor etc.) for prolonged periods
- Requires moving around the campus including climbing stairs and walking up to six blocks
- ETC.