



## **Production Support Associate**

Each Production Support Associate will work with the Production Support Supervisor to provide on-site production support to all programs, R&R and ongoing classes, conferences, meetings, and various other scheduled campus events. The Production Support Associate will ensure that every presenter has all needed supplies and logistical assistance to have a smooth program. This position is an important logistics and customer service role, assuring a high level of service and satisfaction are delivered to faculty and program assistants so that they can support their program guests.

### **Job Essentials**

- Excellent customer service skills and a desire to serve the program needs of faculty, program assistants, guests, and staff.
- Professionalism and strong communication skills.
- Ability to be highly reliable and take ownership for all needed program support.
- Excellent organization, prioritization, follow-through and attention to detail.
- Ability to problem-solve and provide faculty support with minimal guidance.
- Education, work history, or background that demonstrates ability to perform all necessary functions for this position.
- Strong orientation towards 1440 Multiversity's mission, vision and values.