

Cage/Cave

Employment

Opportunities

What is the Cage-Cave?

- The checkout area for Video, Photo, Audio, and Lighting equipment.
- Deliver Media Center carts that teachers request to lecture rooms and labs.
- Support all AV equipment in the entire building.
- Sets up all the Technology needs for AI events such as Open House, orientation, and graduation.
- Maintains all labs in basement such as TV studio, dark rooms and wet lab.

Scheduling

- **AM shift:** 7:30 am to 12:00 (Media Center shift starts at 7:15)
- **PM Shift:** 12:00 pm to 5:00
- **EVE shift:** 5:00 pm to 10:00 pm. The EVE shift extends to 11:00 pm during extended hours.
- **Sundays:** 12 noon to 6pm last 3 Sundays of each quarter.

Job Descriptions

- **Counter assistant job description**
 - Check equipment in and out to students which consists of
 - Check the condition of equipment as it goes out. Barcode each piece of equipment to the customers ID.
 - Print out a receipt for the student to review and sign.
 - Make photo chemistry when needed.
- **Media Center worker job description**
 - Delivers faculty requested AV equipment to classrooms.
 - Troubleshoot AV equipment permanently mounted in classrooms.
- **Tester job description**
 - Test all incoming AV equipment referring to a check list.
 - Fills out paper work certifying equipment condition.

What are the benefits of working in the Cage-Cave?

- **We schedule our workers around their class schedule.** We also redo our work schedule every quarter because our student workers class schedule changes every quarter.
- **Work with equipment before you work with them in classes.** This gives you a jump start on learning equipment before you see it in your related courses.
- By working in the cage-cave you acquire the vast experience and knowledge that employers look for. The more versatile of a worker you can be the better chance of getting a job.

Pay rates

- All workers start out at minimum wage (\$6.25 an hour; \$7.15 an hour after July 1st).
- Workers are eligible for a raise 6 months after they start and every six months after that.
- Raises are given out strictly based upon Performance, not time served.

Job expectations

- Some students who have 5-6 classes a quarter do not want a “thinking” job or a job where there is a lot of demand. This job is high paced.
- Because of the nature of business we are in, we need self motivated, energetic people. This is a job that requires hard work each and every day. It requires paying attention to detail and being mentally sharp.
- If you are scheduled for a 5 hour shift, we expect 5 hours of effort.
- We ask all workers to make themselves available during breaks, between quarters.
- All new workers must work a minimum of 4 shifts (20 hours a week) for their first 3 quarters because of the extensive time involved in training.
- All new workers must make themselves available to work one full quarter of Saturday’s.
- You must have and maintain good grades to work in the cage. (as close to or better than a 3.0 GPA)

What experience is required to work in the cage?

- All workers are hired *assuming* they *don’t have any* experience or knowledge and will be given hands on training with experienced workers.
- We strongly encourage 1st, 2nd, 3rd, and 4th quarter students to apply.

Application process

- Fill out the information on the last page, go to the cage-cave and give the information to one of the supervisors.
- Once you go to the cage-cave you will then go to Career Services to determine your work study eligibility.
- Take your application back to cage after the paper work is filled out.
- Once you take your application to the cage, the equipment supervisor will schedule an appointment for an interview.



APPLICATION FOR ON CAMPUS EMPLOYMENT

PERSONAL INFORMATION

Name: _____ Student ID#: _____ SS #: _____ - _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

Department and Position Applying For: _____

Program of Study: _____ Current Quarter: _____ Current GPA: _____

Approx Date of Graduation: _____

PREVIOUS EMPLOYMENT HISTORY

Employer's Name	Start Date	End Date	Position	Description of Duties Performed

SPECIAL SKILLS AND ABILITIES

Put a checkmark next to any Technical Skills that you have:

- Rendering ___
- Color Printing ___
- Page Layout ___
- Video Capturing ___
- Software Troubleshooting ___
- Hardware Troubleshooting ___
- MacOS ___
- Windows X ___

List any and all Related AV or Photo Skills: _____

Name: _____ Student ID#: _____ SS #: _____ - _____ - _____

REFERENCES

LIST PROFESSIONAL REFERENCES ONLY

Name	Relationship	Phone Number	Address

Signature of Applicant

Date

=====FOR OFFICE USE ONLY: STUDENT'S WORK-STUDY ELIGIBILITY=====

FEDERAL WORK-STUDY ELIGIBILITY

The above student is eligible for the Federal Work-Study Program:

YES _____

NO _____

Signature of AiP Representative Confirming Eligibility

Date

Signature of AiP Hiring Manager

Date

For those students applying for Federal Work-Study positions and not eligible, must have the prior approval of The Art Institute of Pittsburgh President and Director of Administrative & Financial Services prior to beginning employment.

Reason for necessity of Non-Federal Work-Study Employment: _____

Signature of AiP President

Date

Signature of AiP DAFS

Date