

## POSITION DESCRIPTION

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**TITLE: Audio Visual Technician - (Part-time, Contingent)**

**Collective Bargaining – Contingent - Ineligible**

**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

This position reports to the Director of Instructional Systems and Support and is responsible for audio visual support for events. This position also provides Tiers 1 and 2 support of the operations of technologies and media in classrooms.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Works closely with other Media Staff to schedule and document audio visual support for campus-wide events.
- Assists the Instructional Systems Specialist with classroom media installations and maintenance.
- Works with Media Services and Desktop Support to ensure rapid response to address acute classroom technology issues.
- Provides preventative maintenance of classroom computer and media systems.
- Maintains event equipment inventory.
- Assists with general Media Center support functions.

### **MINIMUM QUALIFICATIONS:**

- Education: High School diploma or equivalent required. Bachelor's degree preferred.
- Experience: A minimum of one year of experience in a media-related or IT field.
- Skills: Must have a working knowledge of both Mac and PC operating systems and classroom media including computer, audio, and video systems. Strong verbal, written, analytical, interpersonal, and organizational skills are a must.
- Must be able to lift at least 50 pounds.
- Must possess a valid driver's license.

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- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.