



Position Title:	Media Technician II		
Reports To:	Dean of Academic Affairs		
Department:	Computer Information Systems	Job Code:	4502
Prepared By/Date:	John Little/06-30-2009	Job Group:	SNE
Approved By/Date:	Floyd Pittman/07-13-2009	Salary Grade:	8
Revised:	Jennifer C. Brito/09-21-2009	FLSA Status:	Non-Exempt

Summary:

The primary function of the Media Technician II is to supervise and coordinate the microcomputer laboratories and/or electronic classrooms, used to facilitate the Academic programs associated with the CIS Department as well as Supervision and scheduling of part-time microcomputer and electronic classroom staff. Administrative and supervisory work in coordinating microcomputer/networking user support service for complex microcomputer requirements of the CIS department.

Essential Duties and Responsibilities:

- Coordinate maintenance and installation of hardware and software in nine CIS electronic classrooms, study center and CIS faculty offices consisting of over four hundred workstations
- Support and maintain twenty printers, twelve commercial projectors, scanners, webcams and miscellaneous office equipment
- Maintain positive relationships with other departments on campus as well as coordinate efforts for intercollegiate use of electronic classroom. Also maintain and assist in intercollegiate software and hardware installations
- Management of CIS study center personnel, scheduling and students
- Setup, coordinate and provide tech support for college and department activities and events
- Evaluate and implement several methods of distance learning solutions in two electronic classrooms. Insure stability of hardware and troubleshoot networking issues spanning four campuses and several semesters
- Maintain and deploy a mobile classroom of twenty laptops
- Accurately account for CIS inventories; no loss of inventory in duration of tenure
- Maintain and install hardware and software for department
- Troubleshoot and accurately report a variety of technical issues concerning the college network
- Streamline deployment and installation using existing software and hardware frameworks
- Assist with management of CIS study center personnel, scheduling and students
- Assist with setup, coordination and tech support for activities and events
- Accurately account for CIS inventories; no loss of inventory in duration of tenure
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Ability to plan, assign and coordinate work of employees in microcomputer hardware and software installation, upgrades and maintenance tasks
- Ability to supervise personnel in a manner conducive to optimum performance and high morale
- Knowledge of principles and classroom management and instruction, concepts and theories of learning, and instructional strategies
- Considerable knowledge of the operations, functions and scope of authority of departments and offices as related to the handling and disposition of requests for information or service

- Ability to make decisions in accordance with regulations and established policies and procedures

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's Degree and four (4) years of experience in related field.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name