



Position Title: Part-Time AV Technician I

Job Code: 8222

Reports To: Instructional Support Specialist

Grade: A7

FLSA: Non-Exempt

Job Description:

The Part-Time AV Technician I is responsible for solving hardware, software and all professor inquiries as they relate to electronic classrooms in the Media Department.

Duties & Responsibilities:

- Installs or upgrades hardware and software for Computers, Projectors, Visual Presenters in classrooms and on multimedia carts
- Configures and troubleshoots network problems and connectivity issues as they pertain to Crestron systems and Smart classrooms, multimedia carts and to the enterprise
- Takes digital video and pictures as well as sound engineering for important college events
- Assists instructors with classroom technology i.e. video-on-demand systems, room control systems, visual presenters, projectors etc.
- Updates and maintains all Media Help Desk transactions in the database
- Coordinates projects and special events with other members of the department
- Responsible for staying abreast of new developments in the field of audiovisual technologies and maintains currency with the latest trends
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Minimum of 6 computer-related credits and one (1) year of directly-related experience in Media and/or Networking, or equivalent AV/Network certifications
- Must be able to work a flexible schedule that may include evening and weekend assignments
- Must have the ability to work in a multi-ethnic/multi-cultural environment
- Experience in Public Address Systems, Disc Jockey and Image Distribution for special events (Digital Photography, Digital Video, Sound engineering, Event Lightning)

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name