



Position Title: Part-Time Multimedia Technician I

Job Code: 8222

Reports To: Director, Media Services

Grade: A7

FLSA: Non-Exempt

Job Description:

The Part-Time Multimedia Technician I provide delivery and operational support for a variety of multimedia, library, microcomputer, communications, and media presentation systems.

Duties & Responsibilities:

- Must be continuously up to date with multimedia/library technology.
- Responsible for set up, operations, and maintenance of various Audio-Visual materials and computer media equipment
- Responsible for basic statistical record-keeping, word processing and spreadsheets, multimedia/library front desk services, media equipment bookings, and maintenances/inventory
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Must have a minimum of two (2) years work experience with Audio Visual Equipment and other computer related experience
- Possess excellent organizational skills
- Ability to work with minimal supervision and be a self-starter
- Bilingual skills (English-Spanish) desired
- Must be flexible and adaptable to workplace procedures and to the ever-changing technology

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name