



Position Title: Part-Time Media Technician

Job Code: 8300

Reports To: Director, Media Services

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Media Technician performs standard media equipment setups for the classroom and special event presentations, such as computers, overhead, and data projectors, TV, VCR, and DVD units, slide projectors, document cameras, and other equipment.

Duties & Responsibilities:

- Checks and maintains the operation of multimedia room equipment systems.
- Performs basic troubleshooting of multimedia delivery systems.
- Performs basic departmental functions such as locating materials, answering questions, directing clients, etc.
- Performs setup of sound systems and basic video conference operation
- Assists in the supervision of student assistants
- Maintains multimedia classroom in working order
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High school graduate
- Must have excellent verbal and written communication and organizational skills
- Must be able to work a flexible schedule that includes evenings and weekends, if necessary.
- Must be able to lift forty (40) pounds.
- Must be able to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name