



**Position Title:** Part-Time Media Technician  
**Job Code:** 8300  
**Reports To:** Director, Administrative Services

**Grade:** C1  
**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Media Technician performs media equipment setups for the classroom and special event presentations.

**Duties & Responsibilities:**

- Checks and maintains the operation of multimedia room equipment systems
- Makes recommendations on improvements of Media Services
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Must have at least one (1) year of work experience in multimedia, electronics, computer or related field
- Must have excellent communication and organizational skills

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name