



Position Title: Part-Time Event Technology Support Specialist

Job Code: 8308

Reports To: Director, Media Services

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Event Technology Support Specialist performs numerous duties in support of college events, functions, and classroom support services.

Duties & Responsibilities:

- Maintains multimedia equipment and troubleshoots problems with hardware and software.
- Checks and maintains the operation of multimedia room equipment systems.
- Installs new software application programs for the department.
- Takes digital photos and video for Campus special events and functions.
- Supports the Campus' educational support services and special events/programs.
- Distributes multimedia equipment throughout the Campus
- Assists faculty members with classroom technology (i.e. video-on-demand systems, room control systems, visual presenters, projects, etc.)
- 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, multi-media carts, etc.

Essential Personnel:

Non-essential

Minimum Requirements:

- High school diploma and one (1) year of work experience in multimedia, electronics, computers or related field
- Experience in the production of large scale event requiring technology support
- Experience in event audio engineering and sound reinforcement
- Experience with professional event and stage lighting
- Familiarity with digital photography, event support, videoconferencing equipment and use, and video production required
- Must possess excellent communication (verbal and written), interpersonal and organizational skills.
- Must possess a valid Florida driver's license
- 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