



Position Title: Part-Time Media Services and Network Technician

Job Code: 8308

Reports To: Director, Campus Network Services

Grade: CT

FLSA: Non-exempt

Job Description:

The Part-Time Media Services and Network Technician provides media/computer technical assistance to staff, students and faculty.

Duties & Responsibilities:

- Troubleshoot and resolve computer-related desktop and network communication problems
- Install and maintain computers, printers, application software, and other peripheral equipment.
- Operate and test network software and hardware
- Install and configure multimedia equipment such as overhead and data projectors, TV and VCR units, slide projectors, document cameras, multimedia carts, etc.
- Takes digital video and pictures as well as sound engineering for important college events
- Distribute multimedia equipment throughout the Campus
- Assists instructors with classroom technology i.e. video-on-demand systems, room control systems, visual presenters, projectors etc.
- Track all calls and service requests using Parature help desk software
- Perform other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Media and/or Networking, or equivalent AV/Network certifications
- Knowledge of media and networking hardware, networking systems and operating systems,
- 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
- Must possess excellent communication skills (Verbal and Written)
- A+ Certification preferred

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name