

## Job Description

Title: A/V Media Technician

CBA Position: KCSS

Department: Media Services

Reporting Manager: Coordinator Media Services

Direct Reports: None

FLSA: Non-Exempt

Expected Hours of Work: 40

Salary Band: B22

Band Range: \$33,756 - \$47,259

FY14 Budget: \$41,356.71

Account Number:

ICCB Class:

KC Status (Class): Support Staff

POSD:

### Job Summary:

The primary purpose of the A/V Media Technician is to assist in the set-up and troubleshooting of the audio and video equipment throughout the campus. Additionally to assist campus stakeholders with their audio/video needs and requests.

**Supervisory Responsibilities:** None

### Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- Some Specialized training in A/V equipment
- 3-5 years of progressive work experience with A/V equipment

### Illustrative Examples of Essential Functions:

- Provide front line customer service support for campus stakeholders and their A/V needs
- Set-up and ensure A/V equipment is operational for each class need
- Provide general maintenance of equipment to ensure proper working order
- Assist faculty, staff, and students in resolving their technical concerns with A/V equipment
- Collaborate with the Information Technology Help Desk to resolve outstanding technological issues
- Ensure appropriate inventory of equipment and supplies

### (Core Competencies) Knowledge, Skills, and Abilities:

- Working knowledge of A/V equipment and software
- Basic knowledge of computer operations
- Understanding of Microsoft Office Productivity Suite
- Knowledge and experience using A/V editing software (preferred)
- Working understanding of Adobe photo and video editing software (preferred)
- Experience in developing formal presentations using A/V software and equipment (preferred)

### Workload Summary:

*(Special physical requirements necessary for performance of the job)*

- Must be able to lift at least 35 lbs of equipment
- Able to move within confined spaces to ensure cabling and other A/V equipment is properly secured and connected to devices

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014