

	FLSA: Non-Exempt
Department: Information Technology	Date Revised: / /201
Security Sensitive: Yes	Grade: B21
Reports To: Director of Information Technology	

Job Summary

Under the general supervision of the Director of Information Technology provides skilled assistance in the use of audio-visual/video computer equipment and printed materials for use by faculty, staff and students. Responsible for campus mail and U.S. mail distribution.

Essential Functions

- x Operates, maintains and monitors the use of Smart Classroom equipment including: video-data projectors, digital video disc players, DCTG Touch W R X F K V F U Computers, Q L W R U
- x Setup and ensures proper functioning of data/video program equipment and public address systems G X U L Q J V S W E L D O I Y H W X S R P H G L D H G L W L Q J V R I W Z D U H
- x Responsible for the set-up and operation of audio equipment for graduation, banquets  
\* Hneral Assemblies and other College events;
- x Demonstrates and instructs faculty, staff, students and community patrons in the use of all forms of audio and visual equipment;
- x Responsible for training of faculty and staff on the use of all equipment in classrooms;
- x Coordinates the College computer;
- x Prepares orders for supplies media and print operations;
- x Responsible for printing, folding, and binding of all brochures, I O L H U n d s for faculty and staff;
- x Responsible for printing all posters for campus display;
- x Ensures that all media equipments maintained in good working order;
- x Performs minor maintenance on printing equipment and responds to service requests as needed;
- x Works with IT Service Desk Technicians to provide front line support of all technical issues for Students, Faculty, and Staff;
- x Responsible for supporting the operation of all Ricoh copiers D Q G R I I L; F H S U L Q W H U V
- x Monitors and trains all staff, in all matters of media and print shop operations;
- x Assists the Service Desk with issuing College ID cards;
- x Assists the Service Desk with issuing College parking permits;
- x Provides system support D Q G P D Q D u P a p e r C o u n t e r, C o n t e n t C e n t r a l, I D B a d g e 3 D V V;
- x Responsible for campus interoffice mail distribution;

- x Responsible for U.S. Mail delivery and collection;
- x Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- x Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- x Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- x Other duties as assigned.

**Minimum Education, Skills and Abilities**

- x Associates Degree in a related field and two years experience in media technology service or an equivalent combination of education and experience;
- x ([WHQVLYH H[SHULHQFH DQG NQRZOHGJH LQ RSWLPDO DXGL GHSOR\PHQW
- x A working knowledge of high-speed printing equipment;
- x Ability to supervise and manage Print/Media Center;
- x Ability to communicate well with College employees and community patrons in demonstrating the use of audio-visual equipment usage;
- x Service oriented;
- x Knowledge and skill in the use of PC's and associated software applications.

**Working Environment**

- x Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards.
- x The position requires average agility, good vision, and hearing.
- x Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds.
- x Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

**Special Requirements**

- x Ability to successfully set-up audio equipment off-campus;
- x Ability to work

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