



POSITION DESCRIPTION

TITLE: Audiovisual Assistant **CATEGORY:** Classified
FLSA STATUS: Non-Exempt **GRADE:** C

1. **JOB SUMMARY:** Provide Technical and general support to facilitate the process of higher learning District Wide.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
2. Provide district-wide technical assistance and support to include but not limited to specialized equipment set-up, (Board of Trustee meetings, Student Government Association meetings, Distance Learning facilitation, open forums, teleconferences, etc.) adjust and operate equipment for events on and off-campus.	20%
3. Consult with clients to identify needs and assist in the selection of appropriate equipment. Ensure that equipment is correctly requested, distributed, maintained, retrieved, and secured after use.	20%
4. Perform routine repairs, troubleshooting, and preventative equipment maintenance on audio-visual equipment, PC, Laptop, install software, partition hard drive, maintain computers to optimal performance and operate a variety of audio, visual and lighting equipment. Monitor smart rooms via asset management software and evaluate and recommend hardware and software purchases.	20%
5. Demonstrate and/or instruct all staff, faculty, students and community organizations in the use of audio-visual equipment regarding operation, policies, and procedures as needed.	10%
6. Provide technical assistance and/or staffing coverage district-wide of the IMS department on an as needed basis. Transport media equipment to other district-wide media centers.	10%
7. Perform departmental clerical duties and operate a variety of complex office equipment. Maintain an accurate inventory of equipment, schedules, and other department specific records and coordinate reports as required.	10%
8. In the absence of the IMS department supervisor, this position will assist and provide direction of the overall operations and customer service to all clientele at the designated campus.	5%
9. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Indirectly provides direction to work study and STS employees as needed.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree.

EXPERIENCE: One (1) year of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Effective written and oral communication skills;
- Safely operate a motor vehicle in a busy, pedestrian/bicycle environment;
- Ability to follow guidelines in completing paperwork accurately and in a timely fashion;
- Strong professional conflict resolution skills;
- Ability to train students, faculty, and staff on procedural and technical operation of equipment;
- Strong organizational skills in order to manage projects and meet deadlines;

2. Equipment Used:

- Audio Equipment from sound mixer, amplification systems, light mixer, graphic equalizers, speakers, microphone systems wireless/hard wired, etc.
- Visual equipment from lights, data/video projectors, document cameras, video cameras, slide projectors, over head projectors, etc.
- AV equipment from TV, VCR, DVD, CD, cassette players, audio duplication, video duplication, lamination, transparency machine etc.
- Personal computer, laptop, fax, telephone, copier, general office equipment.

3. **Software Used:** a variety of work processing, spreadsheet, database, email and presentation software. Virus protection software and asset management software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Courtesy, tact and effectiveness in order to communicate with fellow workers, supervisors and other members of the organization or community to request or transmit information, ask questions, get clarification and exercise tact.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

POSITION TITLE:	Audiovisual Assistant
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.

X _____
Employee Signature **Date**