

- Communicate with Office of Education staff and outside presenters to review audio-visual requests, work through specialized needs, and resolve issues and concerns; respond to phone inquiries, and refer calls to other computer/network technicians as required.
- Drive a vehicle to pick-up and deliver audio-visual equipment.

Knowledge/Skills/Abilities:

Knowledge of:

Multi-Media Equipment - Laptops, projectors, camera equipment, speaker systems, amplifiers, DVRs, audio and video conferencing, video streaming, webcasting, online meeting connectivity.

Network Connectivity - Basic computer network and Internet connectivity through wireless and hard-wired schemes and protocols.

Troubleshooting/Diagnostics - Basic diagnostic techniques and procedures used to restore

Multi-Media Equipment Inocetio-

Active Learning – Understand the implications of new information for both new and future problem solving.

Team Work - Develop cooperative working relationships and work within a team environment on technical problem solving.

Qualifications:

Any combination of education and experience equivalent to:

Education:

Graduation from high school supplemented by coursework in communications, multimedia or related field.

Experience:

Two years of experience working with audio-visual and multimedia equipment in a business or educational setting.

Physical Demands:

Vision sufficient to read a computer screen and identify small parts on equipment.

Hearing sufficient to understand verbal communication over the phone.

Dexterity of hands and fingers sufficient to operate a computer keyboard.

Upper/Lower Body Strength sufficient to lift, carry, push and pull equipment carts and moderately heavy equipment; bend at the waist, kneel and crouch; reach overhead, above the shoulders and horizontally.

Sitting for extended periods of time.