

<b>TITLE:</b> <u>Sr. Audio Visual Technician</u>	<b>SALARY</b> <b>SCHEDULE:</b> <u>Staff</u>	<b>CLASS</b> <b>CODE:</b> <u>SA511</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W.</u>	<b>SALARY</b> <b>GRADE:</b> <u>6</u>	<b>EEO</b> <b>CODE:</b> <u>50</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>SA</u>

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**POSITION PURPOSE**

Distribute, set-up, operate and maintain audio-visual equipment and systems in support of teaching, research and special program services for a School, College or Division in the University. Perform procedural work routines operating complex technical equipment and machines.

**ESSENTIAL JOB FUNCTIONS**

- Distribute, set-up, operate and control a variety of built-in audio-visual systems and equipment utilized for instructional and training presentations in large lecture auditoriums, class and conference room settings. Set-up and operate video data projector and computer interface. Record lectures for University's Dial Access Retrieval system; duplicate tapes and transparencies as requested.
- Operate and maintain a variety of state-of-the-art high tech audio-visual equipment and systems, e.g. projectors, (slide, movie, overhead opaque, Dukane) video receivers, monitors and screens, recorders, tape duplicators, laser disc players and amplifiers. Perform routine service, repair and maintenance on malfunctioning and inoperable equipment, e.g. replacing acetate rolls, bulbs, batteries; clean tape recorder heads.
- Provide functional supervision to an average number (3-6) of subordinate entry level audio-visual, technician and/or student support personnel. Interview and recommend selection of student personnel. Assign, monitor and evaluate work activities. Train in appropriate methods and procedures, e.g. use of interactive video computers.
- Monitor and maintain equipment inventory. Assemble and test new acquisitions. Recommend selection of equipment; contact vendor representatives to obtain quotations on supplies; preview materials and service equipment. Maintain activity reports and usage records.
- Serve as information source answering routine inquires and resolving problems that arise. Provide assistance to faculty, students and staff regarding selection, installation, arrangement and operation of equipment. Instruct faculty and students on mechanics and operation of audio-visual equipment, e.g. hooking up microphone, threading projector, etc.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This senior classification level is designed to perform moderately complex procedural work routines operating specialized technical audio-visual systems and equipment to support teaching, research and special program services throughout the University. Work activities necessitate vocational training in the operation and maintenance of a variety of audio-visual equipment, e.g. projectors (slide, movie, opaque overhead, Dukane) recorders, tape duplicators, laser disc players, video receivers, monitors and screens, public address systems, display panels, microphone mixers, video data projection and interface. In addition, the incumbent should keep abreast of state-of-the-art audio visual technology. Work activities include service and maintenance of routine equipment malfunctions which may require knowledge of audio-visual wiring schematics. Work activities are performed given the following working condition factors, i.e. extremely light physical effort, fair environmental conditions (variations in temperature, noise, etc.) minimal hazards and normal sensory attention. The incumbent is expected to provide functional supervision for an average number (3-6) of student support personnel or subordinate entry level audio-visual technicians. This classification is generally assigned to a central instructional technology or media services area which supports the distribution and coordination of audio-visual equipment services for teaching, research and program activities for a School, College or Division in the University. This classification reports to and receives work direction from a management/supervisor position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or an equivalent combination of education and/or experience; advanced coursework in instructional technology desired.
- Some experience and knowledge operating and maintaining a variety of high-tech audio-visual systems and equipment.
- Ability to keep abreast of audio-visual technological advancements.
- Ability to communicate effectively with others.
- Some supervisory experience preferred.
- Possession and maintenance of a valid Michigan vehicle operator's license is necessary.
- Typically, incumbents have held Audio Visual Technician positions.