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| TITLE: <u>Audio Visual Technician</u> | SALARY SCHEDULE: <u>Staff</u> | CLASS CODE: <u>SA512</u> |
| UNION: <u>Staff Association – Local 2071, U.A.W.</u> | SALARY GRADE: <u>5</u> | EEO CODE: <u>50</u> |
| | FLSA: <u>Non-Exempt</u> | E-CLASS: <u>SA</u> |

POSITION PURPOSE

Set-up, operate and maintain audio-visual equipment in support of teaching and research services for a School, College or Division at the University. Perform standardized work routines operating technical equipment and machines.

ESSENTIAL JOB FUNCTIONS

- Set-up, operate and control a variety of audio-visual equipment utilized for instructional and training presentations in large lecture auditoriums and class and conference room settings. Record and duplicate lectures and presentations for the University dial access - retrieval system.
- Operate and maintain a variety of high tech audio visual systems and equipment, e.g. projectors, (slide, movie, overhead and opaque) recorders, video receivers and monitors, display panels, audio amps, laser disc players, tape duplicators and light and laser pointers. Provide routine service, repair and maintenance of malfunctioning and inoperable equipment, e.g. cleaning tape recorder heads.
- Assist instructional faculty and staff in selection of appropriate audio-visual equipment. Instruct faculty and students on operation of audio-visual equipment, e.g. hooking up microphone and threading projector.
- Perform routine periodic equipment inventory. Maintain on-line or hard copy record of equipment usage and new equipment acquisition, e.g. films, video tapes, laser disc, etc.
- May provide functional work direction of assigned tasks to a small number (1-3) of student support personnel. Assign and monitor routine tasks. Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level classification is designed to perform standardized work routines in the set-up, operation and maintenance of audio visual equipment and systems to support teaching and research activities throughout the University. Work activities necessitate familiarization with a variety of audio-visual equipment, i.e. recorder, projector, laser disc player, video data projection and computer interface, video receiver and monitor, microphone mixer, tape duplicator, display panel, etc. In addition, the incumbent should keep abreast of state-of-the-art audio-visual technology. Work activities include routine service and maintenance of equipment malfunctions which may require knowledge of audio and video wiring schematics. Work activities are performed given the following working condition factors, i.e. light physical effort (transport and placement of equipment), fair environmental conditions (variations in temperature, noise, etc.), minimal presence of hazards and normal sensory attention. Functional supervision may be exercised over a small number (1-3) of student support personnel. 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 Division, School or College in the University. This classification reports to and receives work direction from a management/supervisory level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Some experience in and knowledge of the operation and maintenance of a variety of audio-visual equipment preferred.
- Some knowledge of audio-visual wiring schematics preferred.
- Ability to keep abreast of audio-visual technological advancements.
- Ability to communicate effectively with others.
- Possession and maintenance of valid Michigan vehicle operator's license is necessary.
- Typically, incumbents have held part-time positions operating audio-visual equipment.