

The University of Texas at San Antonio

Job Description

Job Title: Supervisor of UC Multimedia Service
Code: 18542
Salary Grade: 58
FLSA Status: Exempt
Department/Division: University Center/Student Affairs
Reports To: Associate Director for EMCS

Summary

- Function: To provide the supervisory and technical skills required in directing audio visual support activities in the UC
- Scope: Responsible for assigning, scheduling, and supervising workers involved in audio-visual services and for maintenance and care of equipment

Duties

- Typical:
 1. Plans, assigns, instructs, and supervises the work of personnel in the operation, maintenance, repairs and installation of audio and visual equipment. Document activities in accordance with University Policies
 2. Develop, prepare and manage the AV budget annually. Create a five – year plane for UC AV needs including the purchase, replacement, and maintenance of equipment.
 3. Prepare plans, and estimate time an material necessary for AV project
 4. Develop AV troubleshooting manual with detailed procedures for all UC AV equipment. Manual should include pictures, descriptions, and step-by-step processes for all AV equipment
 5. Instruct UC clients on the proper use of audio-visual equipment
 6. Ensure all UC operations staff is properly trained in routine AV operations and trouble shooting. Provide remedial training for full-time staff each semester.
 7. Oversees the daily presentation of audio and video materials
 8. Coordinate and supervise the collaboration of audio-visual services with other departments
 9. Service as on-site AV tech for all Presidential, VPSA, and high-profile events
 10. Supervise and lend technical support special activates
 11. Provide AV information and documentation to Events Management and Conference Services, before, during and after major events.

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| <p>12. Provide production engineering support to videoconferencing activities. 13. Performs other duties as assigned</p> <p>• <u>Periodic</u>:</p> <ol style="list-style-type: none"> 1. Maintains diagrams engineering support to videoconferencing activities 2. Performs other duties as assigned |
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Education

| Required | Preferred |
|---|---|
| Two years of college training in audio-visual equipment, electronics, or related field. | Bachelor's degree in audio-visual equipment, electronics, or related field. |

Other Requirements

| Required | Preferred |
|---------------------------------|------------------|
| Criminal Background Check (CBC) | N/A |

Experience

| Required | Preferred |
|--|------------------|
| Three years of experience in purchasing, maintenance, and the proper use of audio-visual equipment, including two years in a supervisory capacity. | N/A |

Equipment

| Required | Possible |
|---|-----------------|
| Use of various media sound boards, projectors, theatrical lighting and other special audio-visual equipment. Personal computer and standard office machines. | N/A |

Working Conditions

| Usual | Special |
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| Frequent work in dark areas and exposure to electrical currents. | Work space may restrict movement and be poorly ventilated. |

Supervision

| Received | Given |
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| General supervision from the Associate Director for EMCS. Work assignments received in the form of work orders or verbal instructions. | Direct supervision of assigned technical and student staff. |
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Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.