

The University of Texas at San Antonio

Job Description

Job Title: Audio-Visual Equipment Technician III
Code: 8545
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide skilled technical assistance and supervision in the operation, maintenance and repair of audio and visual equipment utilized in a learning environment.
- Scope: Responsible for the preparation, operation and maintenance of multi-media audio-visual presentations and audio-visual equipment.

Duties

- Typical:
 1. Installs, operates, adjusts and maintains audio-visual equipment including projectors, monitors, public address systems, computers, cameras, recorders and others in classrooms, labs, exhibits and conference rooms.
 2. Oversee arrangement of laboratories and classrooms for use and operation of equipment used in instruction. Maintains, monitors, updates and secures equipment.
 3. Perform repairs and maintenance on equipment.
 4. Coordinate, plan and provide audio-visual set-up and support for special events and projects.
 5. Train faculty, staff, students and visitors in proper use and care of audio-visual equipment and technology.
 6. Oversee audio-visual transmission for distance learning. Prepares equipment and schedules transmissions.
 7. Perform additional duties as assigned.
- Periodic:
 1. Communicate with faculty and staff regarding audio and video equipment problems, concerns, and updates.

Education

Required	Preferred
High school graduation or GED. Additional courses in audio and video equipment repair and maintenance.	Associate's Degree or completion of a technical training program in audio and video equipment repair.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years of experience in the operation and maintenance of audio and video equipment.	Similar experience in an educational environment.

Equipment

Required	Possible
Standard tools and equipment related to the audio-visual field.	N/A
Personal computer and other standard office equipment.	

Working Conditions

Usual	Special
Usual museum, classroom and lab environments.	Movement may be restricted by workspace.
Some exposure to hazards associated with electrical equipment.	Occasional work in areas of poor ventilation.
Work is often performed with inadequate lighting.	Occasional work at high heights.

Supervision

Received	Given
Assignments received in the form of oral or written work orders. General supervision from designated supervisor.	Detailed instruction to assistants and/or helpers.

Accuracy

Proficiency in all phases of the duties performed.
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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.