

The University of Texas at San Antonio

Job Description

Job Title: Audio-Visual Equipment Technician II
Code: 8546
Salary Grade: 54
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 in the operation and minor maintenance of audio and visual equipment utilized in a learning environment.
- Scope: Responsible for the preparation, operation and minor 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 for use and operation of teaching materials. Schedules lab usage, maintains, monitors and updates equipment.
 3. Perform routine repairs and maintenance on equipment.
 4. Provide audio-visual support for special events and projects.
 5. Train faculty, staff and students in proper use and care of audio-visual equipment.
 6. Perform additional duties as assigned.
- Periodic:
 1. Provide technical support for long-distance video conferences.
 2. Convert audio and visual recordings into new formats.

Education

Required	Preferred
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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.
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Other Requirements

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

Experience

Required	Preferred
Two years experience in the operation and maintenance of audio and video equipment.	Similar experience within 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. Overall review of work product upon completion.	May direct helpers as assigned.

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.