Title: Electronic Media Technician  
Pay Scale Group: 12

Essential Function

Under general supervision from a designated administrator, set-up and operate electronic media equipment for classroom support, instructional studio use, distance learning application and production purposes.

Characteristic Duties

- Set-up and operate audiovisual and electronic media equipment including computer systems, data and video projection systems, satellite conferencing and down-linking, audiovisual equipment, audio systems and sound support and video production systems.
- Perform daily registration/calibration of equipment, troubleshoot problems and repair as needed. Coordinate vendor repair.
- Coordinate requests for equipment, schedule and deliver equipment to required location. Maintain computerized records and provide billing information.
- Operate equipment and media distribution systems for both internal and external applications.
- Coordinate telecourse support concerning distribution logistics, program duplication and patron relations and provide liaison between department and appropriate services.
- Instruct patrons in the use of equipment and materials. Monitor and coordinate media/computer laboratory and instructional studio activities.
- Assist with media production activities and special projects.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Associate’s degree with one (1) year experience; -OR- three (3) years experience. Degree must be in computer, electronic technology or related field. Experience must in the set-up and operation of electronic media equipment.

Last updated: June 2007