Media Technician I

Job Code 50007464

General Description
Responsible for providing technical support and training faculty, staff and students in the installation, operation and troubleshooting of audiovisual equipment and educational multimedia and technology.

Examples of Duties
Research educational technology trends.
Consult with faculty in developing strategies and solutions related to using media in classroom.
Conduct training to faculty and staff on media related subjects for classroom presentation software techniques and operations.
Test, troubleshoot, diagnose, repair and solve multimedia related equipment problems.
Install and/or coordinate the installation of classroom multimedia systems and upgrades.
Install and upgrade computer software and operating systems.
Purchase and make recommendations for new equipment and software.
Determine compatibility of system components.
Prepare cost estimate for production job.
Consult with clients in project planning.
Coordinate services and resources to best support the faculty/client on their projects.
Maintain and supervise the maintenance of multimedia equipment and systems.
Create installation documentation, operational, training and development materials.
Install and maintain records on software licensing for computers in classrooms.
Supervise student workers.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Computer networking, of video and computer projection systems, of procurement laws, regulations, procedures and fair practices.

Skill in: Working as a team member on most tasks of jobs, in establishing rapport with a variety of clients, in audio, video, multimedia and presentation equipment installation, setup, operation, and maintenance.

Ability to: Read and interpret technical manuals and specifications, to use measuring devices, tapes, rulers, and electronic meters to read blueprints and schematics, to prepare letters and proposals, bid specifications and purchase orders, to prepare operations and training materials, to perform basic math, to
evaluate and compare technical specifications for audio-visual multi-media systems equipment, to determine compatibility of components and designate minimum specifications for procurement.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**