Supervisor, Classroom Technologies

Job Code 50013047

General Description

Responsible for effective leadership, coordination, and communication as related to initiatives, projects, operations, and emerging technologies for department of Classroom Technologies.

Example of Duties

Provide leadership, development and coordination to meet department’s mission and goals.
Ensure effective operation of university Teaching Theaters and projects.
Serve as advocate for appropriate applications of information technology to scholarly activities.
Motivate, direct and advise staff.
Manage and participate in multiple team-based projects and departmental programs.
Develop and implement department’s strategic and operational plans.
Maintain technical and operational media skills.
Identify and integrate emerging technologies.
Perform other duties as assigned.

Knowledge, Skill and Abilities

Knowledge of: audio and video production techniques; still photography; lighting techniques; computer hardware and software troubleshooting.

Skill in: Macintosh and PC operation applications; design and development; camera, VCR, audio operation; audio mixing and mastering; team management.

Ability to: setup and operate various media systems; integrate media into lecture halls; plan and present materials; work under pressure; contact and communicate with university and outside agencies.

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