Coordinator, Classroom Technologies

Job Code 50009792

General Description
This position is responsible for coordinating the installation of all media and computer systems in Texas State University classrooms including design and construction planning for all electrical, data, conduit and lighting in both new construction and classroom renovations.

Examples of Duties
Design, engineer and standardize classrooms media systems.
Work with architects, vendors, contractors and other offices & entities.
Participate in all phases of classroom construction process.
Oversee testing of new systems installations.
Design and reengineer media cabinets and lecterns.
Purchase equipment for the department.
Provide purchasing support to other divisions and departments.
Research equipment and new technologies for upgrades of classroom computers and equipment.
Coordinate services and resources.
Research products, processes and technologies which advance integration of classroom instruction.
Provide schematics of layouts.
Document upgrades, wiring diagrams, and new cabling and installation procedures.
Manage and troubleshoot systems and equipment and provide support.
Provide timely communications.
Train staff on installation techniques and modification requirements.
Develop training materials and conduct training.
Develop on-line and other resources, access, techniques and materials.
Participate in team-based projects.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Construction standards, processes, codes, laws, and regulations; institutional policies, procedures, practices, infrastructure.
Skill in: prepare clear and concise sentences, letters, memos, and reports; working as a team member; interacting with difficult people and establishing rapport with clients; problem solving and decision making; analytical skills; communication and presentation skills.
Ability to: Understand complex written job instructions, blueprints and schematics; read and compare and verify columns of numbers; ability to explain technical materials, policies and procedures; read and interpret technical manuals, interpret and apply complex technical documents; perform intermediate; calculate voltage and resistance; prioritize workload; negotiate.
Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the knowledge, skills, and abilities.

Other Requirements

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