Job Title: Audio-Visual/Information Technology Specialist Job Code: 10610

JOB SUMMARY

The Audio-Visual/Information Technology Specialist provides technical assistance to faculty and staff for instructional delivery.

MAJOR DUTIES

- Provides technical assistance to faculty and staff for instructional delivery via two-way interactive video, computer networks and multimedia work stations;
- Assists in the assessment of need for technology;
- Recommends the use of appropriate hardware and software for programs and target populations;
- Teaches non-credit courses and/or facilitates educational training groups for students;
- Maintains an inventory system for all audio/visual and technological equipment;
- Coordinates the scheduling of distance learning classes for the technical colleges in conduction with off-campus personnel;
- Produces employee identification badges and color and black and white photographs for use by management and personnel; and
- Other duties as assigned.

COMPETENCIES

- Written and oral communication skills
- Decision making and problem solving skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to work independently with minimal supervision

MINIMUM QUALIFICATIONS

- Associate degree ***and*** Three (3) years of work related experience. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.
- Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location