

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Audio/Video Technician

DEPARTMENT: Media Center

DATE: April 6, 2018

SCHEDULE: As needed for events

REPORTING SUPERVISOR: Director-Media Center

FLSA: Non-Exempt

JOB FUNCTION:

To assist the Media Center in the support of classroom and event A/V needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<i>Percentage of Time</i>		<i>Frequency</i>	<i>Description</i>
1. 60%	As Needed		Support classrooms- fixing A/V technology issues for faculty and students.
2. 35%	As Needed		Support events- setting up and tearing down equipment, running equipment as needed, fixing any technical issues during event.
3. 5%	As Needed		Other duties as assigned.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent computer and electronic skills.
2. Experience with audio/visual equipment and protocols.
3. Ability to think clearly and act quickly under pressure.
4. Ability to interact professionally with students, faculty, staff and outside performers.
5. U.S. citizens must have a current FAFSA on file with Financial Aid.
6. Must be an eligible full time, undergraduate, day school student.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger or feel; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.