Job Title:	Coord Media Support Technology-WC	**Job Code:**	43612
Job Function:	Staff	**Grade:**	117
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	3000 Information Technology Division	**Date:**	1/04;9/03;7/99

Job Summary:

Manage and coordinate Media Support Services for the College. Coordinates the scheduling, training and maintenance of the multimedia equipment. Supervise and train assigned staff. Provide technical support to faculty, students and staff as related to multimedia usage and equipment.

Essential Functions:

40% Manage Media Support Services for the College and oversees daily functions including maintaining the budget, ordering and inventory.

20% Coordinate, schedule, maintain, and repair media equipment and technology-enhances classrooms on and at off-site locations. Provide support for events that require multimedia equipment.

20% Supervise student assistants and part-time staff to include the scheduling, hiring and assigning duties and projects to ensure continuity of services during all hours of operation.

10% Research, evaluate, and make purchase recommendations of media technologies for instructional delivery. Collaborate to implement new technologies and classroom equipment. Act as a liaison between the College, repair workers, and external vendors.

10% Provide technical support, training and demonstrations of equipment and technology to students, staff, and faculty. Respond to inquires and requests. Introduce new technologies.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience managing and operating instructional multimedia equipment. Knowledge of equipment scheduling, inventory management and distribution as it relates to the management of multimedia equipment required. Requires basic computer skills to include the use of multimedia software and application and basic technical skills related to computer hardware, software, audio visual systems and components. Ability to instruct and train users in the operation of multimedia usage and equipment required. Strong organizational and communication skills and a focus on being service-oriented required. Supervisory experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.