

The University of Akron
Classification Specification

Job Title:	Electronic Technician Sr	Job Code:	80552
Job Function:	Staff	Grade:	119
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	2/5/14

Job Summary:

Integrate, maintain and coordinate technological systems and audio visual technologies for the presentation of college level instructional materials. Provide technical support to students, faculty and staff in the operation of audio visual equipment, control systems and computer systems.

Essential Functions:

30% Coordinate installation projects with University shops and commercial vendors. Provide proper installation of equipment and systems.

25% Direct the programming of computer control systems and coordinate the design, development, planning and documentation of technological systems.

20% Maintain knowledge of modern technology by reading operation manuals, vendor literature, and technical education materials. Analyze and assess new technologies for the purpose of providing recommendations to the department regarding technological improvements.

15% Develop preventative maintenance plans to effectively evaluate defective operating systems and promptly implements corrective measures. Assist in the process of repairing non-computer equipment when necessary.

10% Provide technical support in the performance of equipment testing, measurement and installation prior to normal operation.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in computer programming for control systems, AMX integration, electronic repair, remote television integration, maintenance and operation. Good communication and problem-solving skills required. Knowledge of area support vendors, specialty businesses, and University buildings or infrastructure required.

Leadership:

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

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.