

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN-TELEMEDIA

SUMMARY DESCRIPTION

Under the direction of the Dean of Arts and Communications, perform technical work in an instructional lab environment in a technical and complex subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Repair all video, audio, lighting and other digital equipment assigned to the Telemedia Program. **E**
2. Conduct tests on a variety of digital video, audio, lighting, and computer equipment in the Telemedia Program. **E**
3. Operate a variety of digital video, audio, lighting, test and computer equipment in the Telemedia Program. **E**
4. Operate and maintain instructional television and computer facilities; assist instructors, staff and students in the safe and proper use of a variety of equipment and supplies. **E**
5. Prepare facilities and equipment for class demonstrations as requested. **E**
6. Order, receive, catalog and store supplies, materials and equipment; maintain inventories assuring the adequate quantities are available for timely instructional use; mark equipment with approved identification. **E**
7. Remain current in video/audio technology; recommend selection of equipment and supplies. **E**
8. Assist in the preparation of telemedia supply budget; in consultation with program personnel; prepare and submit purchase orders through college purchase system; monitor budget expenditures. **E**
9. Provide regular reports to the faculty and staff on equipment status. **E**
10. Supervise and train student workers in the preparation and issuance of materials and equipment for student use; assist in maintaining records of materials and equipment loaned to students and other records and reports as assigned; supervise student workers in maintaining the facility in a safe, clean and orderly condition. **E**
11. Perform a variety of clerical duties related to the instructional program. **E**
12. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Technological principles and operation of a variety of video/audio formats and production equipment including video, computer, lighting, sound and digital routing systems used in media production.

Extensive knowledge of the Macintosh and OSX applications.

Digital software applications Final Cut Pro 7 or above and Adobe Premiere CS6 or above; non-linear editing, sound editing and post-production workflow.

Understand workflow of the production process.

Mechanical and electrical repair of Telemedia equipment.

Record keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Southwestern College District organization, operations, policies and objectives.

Technical and production skills in a variety of media including television and computer graphics.

Oral and written communication skills.

Interpersonal skills, using tact, patience and courtesy.

Ability to:

Improve efficiency of existing networks, servers and labs.
Learn and apply techniques to testing equipment.
Assure the proper care and security of assigned equipment, materials and supplies.
Develop and execute preventative maintenance procedures.
Assemble, maintain and repair equipment.
Issue and receive equipment and supplies.
Plan and organize work schedules.
Train and provide work direction to others.
Understand and follow oral and written directions.
Work independently.
Communicate effectively both orally and in writing.
Establish and maintain effective working and cooperative relationships with others.
Meet schedules and timelines.
Create a vision for expanding technology needs of the School of Arts and Communication.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE

Any combination equivalent to: two years of media instruction in a college or professional media program related to the above job requirements and two years of successful work experience in the field of specialty, preferably in an instructional setting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Instructional lab environment.

Physical: Dexterity of hands and fingers to operate video equipment and a computer keyboard. Bending at the waist to service video patch panels.

Hazards: Chemicals from cleaning solutions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear and speaking to exchange information in person or on the telephone.

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Human Resources