

# Classification Specification: A/V Specialist

Classification Number: 52645                      Pay Grade:  
Effective Date: April 14, 2014                      Current Exemption Status: Nonexempt

## Position Summary

Coordinates, operates, researches, maintains, supports and promotes use of audio/visual systems. Provides technical support as needed.

## Essential/Primary Duties

- Operates and maintains AV technology and provides technical support. Provides support for using technology teaching tool. Coordinates live video transmissions and course delivery with other departments.
- Sets up equipment and provides technical support for conferences and college events. Coordinates audio/visual materials with conference room and classroom technologies.
- Operates and maintains various video recording, video playback, media switching and processing systems. Provides "copyright legal" video and audio format transfers for instructional purposes. Operates and monitors Digital Video Streaming Service (DVSS) and Closed Circuit Television (CCTV) systems.
- Provides technical and resource assistance to faculty, staff and clients of BGSU. Informs users of capabilities and promotes the use of the distance learning facilities. Trains faculty, staff and clients in the use of audio/visual classroom technologies.
- Delivers audio/visual equipment to classrooms and common spaces, including setup and operation of public address systems. Provides on-the-spot repair, adjustment and training to users.
- Researches current audio/visual technologies. Evaluates technology needs and makes purchase recommendations of audio/visual technologies. Collaborates to develop delivery strategies using best practices of distance learning technology. Interacts with vendors for purchase of new and current audio/visual technologies for the college.
- Provides maintenance, diagnoses malfunctions and performs minor repairs for television, projection and audio/visual equipment. Expedites repairs through vendors for major audio/visual malfunctions.
- Gathers and analyzes statistics. Prepares and submits reports for administrators.

## Experience and Education

### Experience

- One year related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

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### Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

### Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment
- Ability to operate hand and/or power tools appropriate to the trade
- Good customer service skills and have the ability to make timely decisions under pressure situations

### Supervisory Responsibility

**Full-Time**

None

**Part-Time**

None

### Providing Direction

**Full-Time**

None

**Part-Time**

AV Technician Assistants

### Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.