HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Audio/Visual Technician	**SALARY GRADE:**	WS - 07
DATE CREATED:	December 1, 2014	**EEO CODE:**	03
JOB CODE:	3208	**FLSA STATUS:**	Non -Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	**POSITION NO:**
REPORTS TO:	**GRANT:** ☐ **No** ☐ **Yes**

BASIC FUNCTION: The purpose of this position is to provide technical support for the Department's computerized digital editing labs, audio-visual recording equipment and television studio and control room.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include the department chair, faculty and students, IFC manager and staff. External contacts include support staff from various outside vendors.

PRINCIPAL ACCOUNTABILITIES:

Install, repair and maintain all audio/visual systems and equipment.

Maintain the department's digital editing classrooms, labs and suites.

Research and advise management regarding A/V and studio production, equipment and related support systems necessary for purchase and installation.

Provide on-location technical support for all courses, classroom productions, and training located in the editing labs, suites and television studio.

Acquire purchasing quotes from local vendors and maintains purchasing records.

Arrange for the repair of audio, video and television studio equipment and maintains repair records.

Maintain currency with newest technological advances in digital video and audio instructional equipment and systems.

Transport related equipment to and from local repair facility in department vehicle as needed.

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Perform other duties as assigned.

CORE COMPETENCIES: Skill in audio/visual presentation setups.

Skilled and/or familiarized with digital editing software.

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MINIMUM REQUIREMENTS:

Knowledgeable in various digital and HD field and studio camera formats.

Works cooperatively and harmoniously with students, faculty, staff and University officials.

Provides timely, efficient technical assistance to students, faculty and other staff members.

Competent in both oral and written English.

Possess a valid state driver's license.

Associate's degree in electronics and 0-2 years experience in repair, maintenance, design, calibration and installation of audio/visual equipment. AA/AS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management