

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Video Technician **SALARY GRADE:** WS-07
DATE REVISED: December 01, 2014 **EEO CODE:** 03
JOB CODE: 3209 **FLSA STATUS:** Non-Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to provide video engineering support to the department's high definition multi-camera television studio, control room, audio-visual recording equipment and digital editing labs.

SUPERVISORY AUTHORITY: Has responsibility or authority which is limited to the direction of students or temporary workers.

NATURE AND SCOPE: Internal contacts include the chairperson of the department, the faculty supervisor of the Technical Facilities Center and the staff of the Technical Facilities Center. External contacts include support staff from various outside vendors.

PRINCIPAL ACCOUNTABILITIES: Installs, repairs and maintains all digital video systems and broadcast equipment.

Designs and creates floor plans and necessary schemata based on instructional requirements.

Tests equipment for conformance to broadcast standards.

Researches and advises management regarding video production and broadcast equipment and related support systems necessary for purchase and installation.

Provides on location engineering support for all courses, classroom productions, training and special presentations located in the television studio.

Maintains currency with newest technological advances in broadcast television as well as digital video instructional equipment and systems.

Acquires purchasing quotes from local vendors and maintains purchasing records.

Arranges for the repair of video and television studio equipment and maintains repair records.

Transports related equipment to and from local repair facility in Department vehicle as needed.

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Video Technician	SALARY GRADE:	WS-07
DATE REVISED:	December 01, 2014	EEO CODE:	03
JOB CODE:	3209	FLSA STATUS:	Non-Exempt
BARGAINING UNIT:	N/A		

Assists audio technician in those television areas related to video installation, recording and signal distribution.

Performs other related duties as assigned.

CORE COMPETENCIES: Fully knowledgeable of SD/HD broadcast studio environment.

Operational knowledge and familiarity with Final Cut Pro and Avid editing software for Macintosh.

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

Ability to utilize standard video engineering bench instruments to maintain the equipment and facilities in the Radio/TV/Film Department.

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

Analytical and problem solving skills.

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

Ability to be a supportive and productive team member.

Competent in both oral and written English.

Valid state motor vehicle operator's license.

MINIMUM REQUIREMENTS: Associate's degree in electronics and 0-2 years experience in repair, maintenance, design, calibration and installation of video 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.

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE: Video Technician

SALARY GRADE: WS-07

DATE REVISED: December 01, 2014

EEO CODE: 03

JOB CODE: 3209

FLSA STATUS: Non-Exempt

BARGAINING UNIT: N/A

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____