



OHIO
UNIVERSITY

Classification and Qualification Standards

Audio Visual Specialist

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Media Technology	Job Code: 11333 Grade: C	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general direction, the technical classification utilizes independent judgment to interpret policies and procedures, and answers non-routine questions. This classification requires thorough knowledge of audio visual communication techniques in order to provide complex technical support, training, and maintenance of audio visual equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Trains users in set up and operation of audio visual equipment, and supervises student assistants.
2. Installs, maintains, performs scheduled and unscheduled maintenance, adjustments and repairs, and tests interconnection of audio visual systems.
3. Provides media backup copies for media collection.
4. Checks and monitors inventory of audio visual equipment.
5. Keeps schedules and records of equipment usage.
6. Purchases audio visual equipment for department.
7. Provides audio visual classroom support.
8. Bills auditorium users for audio visual equipment and student hours.
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of audio visual communication techniques; inventory control; oral and written communication; and employee training and development*. Skill in operation of audio visual equipment and computer.

Ability to install, maintain and repair audio visual equipment; provide media backup copies; and maintain accurate inventory records.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

12 mos. training or 12 mos. experience in audio visual communication techniques. 3 mos. training or 3 mos. experience in inventory control. 6 mos. training or 6 mos. experience in operation and maintenance of audio visual equipment. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.