



OHIO
UNIVERSITY

Classification and Qualification Standards

Media Resources Coordinator

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Media Technology	Job Code: 11323 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 answer non-routine questions. This classification requires thorough knowledge of audiovisual communication techniques and media/computer lab or resource center operations in order to perform complex duties in coordinating all aspects of the media center or lab.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Oversees daily operation of a media/computer lab or resource center.
2. Coordinates distribution, use, scheduling, and cleaning of media and computer lab resources.
3. Supervises, interviews, and hires lower-level and/or student employees.
4. Provides assistance, and technical support to faculty, staff, and students on setting up and trouble shooting audio visual and computer equipment and acts as liaison with vendors or facilities employees.
5. Sets up, installs, maintains, and/or repairs audio visual and computer equipment.
6. Initiates purchases for equipment or other resource materials.
7. Catalogs a list on database files, and keeps inventory of audio visual equipment.
8. Maintains budget of center or lab.
9. Makes decisions about allocation, purchases, and directions for technology related equipment, labs, and other resources.
10. Maintains financial records (e.g., payroll; bank deposits; billing; orders) relevant to operations.
11. Orders and maintains software and video supplies.
12. Assesses when equipment needs to be serviced by outside sources.
13. Participates in development of goals and policies.
14. Sets up class orientations.
15. Performs other duties as assigned.

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

Knowledge of audiovisual communication techniques; media/computer lab or resource center operations; inventory control; oral and written communications; employee training and development*; policy and goal development*; databases*; and budget analysis*. Skill in operation of audio visual equipment and computer. Ability to set up, install, maintain, and repair audio visual and computer equipment; maintain financial records and budget; and provide technical assistance to students, faculty, and staff.

(*developed after employment)

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

18 mos. training or 18 mos. experience in audiovisual communication techniques, and media/computer lab or resource center operations. 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.