

**POSITION: AUDIOVISUAL EQUIPMENT TECHNICIAN I**

**DUTIES AND RESPONSIBILITIES:**

1. Gives instructions on such matters as the use, maintenance and repair of audiovisual equipment and methods for making audiovisual presentations or productions
2. Operates audiovisual/multimedia equipment such as data projectors, TV/VCRs, overhead projectors or cassette players to troubleshoot equipment or to give presentations
3. Delivers audiovisual/multimedia equipment to classrooms and meeting rooms
4. Uses electronic testing equipment.
5. Performs preventive maintenance and repair of audiovisual equipment and decides if equipment should be repaired or replaced.
6. Reads blueprints and schematic drawings.
7. Maintains a schedule for the use and maintenance of equipment
8. Contacts vendors to arrange for calibration or repair of equipment
9. Duplicates both audio and video media
10. Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
11. Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
12. Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
13. Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
14. Performing other duties as assigned.