



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT

POSITION: Instructional Multimedia Center Technician RN 17-94

WORK SCHEDULE: Monday – Friday: 2:00pm – 8:00pm

SALARY: \$24.15/hour

DEADLINE: Continuous

START DATE: To form a pool

BASIC FUNCTION:

Under the direction of the Dean of Instructional Resources/Extended Services, installs, repairs and maintains a variety of multimedia equipment; sets up and operate satellite communication equipment; provided skilled video production techniques for campus productions; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Performs technical and complex repair and maintenance duties and minor repairs in the care of audiovisual equipment; assumes overall technical responsibility for assigned area. (E)
- Assembles, installs, tests, trouble-shoots, repairs and maintains multimedia equipment including television receivers, video cassette recorders, digital video disc players, video cameras, LCD projectors, audio amplifiers, video editing equipment and other multimedia equipment. (E)
- Designs custom circuits to perform specific functions and tasks; specific to classroom needs; develops standard test procedures for customs circuits to conduct functional and operational test evaluating performance and quality; maintains broad knowledge of state-of-the-art technology and systems to effectively recommend changes, updates, and redesign of facilities. (E)
- Videotape and edit scheduled events for archival and instructional us. (E)
- Trains faculty, District personnel and students in the proper operation, capabilities, principles, techniques, methods and care of campus audiovisual equipment. (E)
- Disassembles faulty equipment and determines source of malfunction; removes defective parts and install new parts as appropriate; verifies proper operation. (E)
- Maintains and operates various tools and electronic testing equipment such as drills, grinders, waveform generators, oscilloscope, logic probes, digital multi-meter and a variety of power hand tools and electronic test apparatus. (E)
- Performs preventive maintenance duties according to established procedures; reviews and revises procedures when applicable per manufacturer specifications. (E)
- Responds to emergency requests for equipment repairs and multimedia concerns throughout the district. (E)
- Maintains monitor and upgrade videoconferencing equipment. (E)
- Interacts with department coordinator and Dean to determine equipment purchases and repair needs; provides recommendations concerning the purchase of new equipment for departments requesting new equipment purchase assistance. (E)
- Prepares and maintain files, logs, records and reports; maintains inventory of supplies and equipment and reorder according to established guidelines. (E)

REPRESENTATIVE DUTIES (continued):

- Produces video, audio and other media for use by instructors and campus administrators; operates on/off line video editing equipment; steaming audio via the Internet for CD reproduction to support classroom instruction. (E)
- Sets up audio and video equipment for special activities, presentations and events as required. (E)
- Trains and provides work direction and guidance to student workers as assigned. (E)
- Establishes daily/weekly workflow schedule with goals including work assigned by coordinator and dean. (E)
- Assures compliance with federal, State and local codes relating to health and safety concerns. (E)
- Receives, inspects, installs and prepares new equipment for the District. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years college-level or technical school training in electronics, multimedia equipment or related field and two years experience in the maintenance and repair of multimedia and electronic equipment..

KNOWLEDGE OF:

- Operation and maintenance of multimedia, video and related equipment.
- Techniques in video production including planning, script writing, camera and recorder usage and video editing.
- Electronic and electrical theory and practices.
- 35mm photography cameras and related equipment.
- Safety practices and precautions.
- Methods, equipment and materials used in the maintenance and repair of audio-visual equipment and production of films.
- Proper methods of storing equipment, materials and supplies.
- Technical aspects of field of specialty.
- Theory of operation for television, satellite, audio and video recording devices.
- Record-keeping techniques.
- Oral and written communication skills.

ABILITY TO:

- Perform skilled work in the repair, maintenance and installation of a wide variety of multimedia equipment.
- Analyze and interpret equipment specifications.
- Operate electronic measuring instruments and test equipment.
- Operate hand and power tools in a safe and correct manner.
- Demonstrate proper and safe use of equipment to students and staff.
- Prepare a variety of video, slide and other multimedia presentations.
- Operate computer equipment and maintain computerized records including inventory.
- Estimate and order needed supplies and equipment.
- Understand and follow oral and written directions.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student workers.

CONTACTS: Coworkers, other departmental personnel,

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Carrying, pushing or pulling multimedia equipment.

WORKING CONDITIONS:

Normal office environment.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, **all of the following documents** must be submitted by close of the HR Office on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College ***Temporary, Short Term Employment Application***.
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts:
 - a. Submit transcripts of **ALL** college-level coursework that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.

*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service. For more information please go to:

<http://www.avc.edu/administration/hr/employment.html>

The application must be filled out completely and signed. **Do not** indicate “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday: (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.