

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL MULTIMEDIA CENTER TECHNICAL ASSISTANT

Salary Range 12

BASIC FUNCTION:

Under the direction of an assigned supervisor, in the Instructional Multimedia Center provide technical support and assistance to administrators, faculty, staff and students on multimedia systems and equipment; operates maintains, and troubleshoots WEPA printers as well as organize a working inventory of supply distribution. Receives and schedules equipment requests. Assist IMC Specialist with basic Pod casting duties. Oversee the ordering, scheduling, receiving, circulation and return of media and equipment. Reserve, schedule, and approve room assignments. Allocate audio visual materials for classroom instruction and duplicate licensed audio Perform clerical duties to include purchase requisitions, statistical data, filing, copying, maintaining records, and data entry; assist technicians with setup of equipment for webinars videoconferences, and pick-up or delivery of Instructional Media Center, equipment. Hire train and oversee student workers.

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

- Maintain, test, and troubleshoot campus WEPA printers and report complicated issues to vendor for service. (E)
- Maintain numerical and alphabetical records, file materials and update information as needed. (E)
- Prepare purchase requisitions. (E)
- Prepares and maintains statistical records including WEPA printers. (E)
- Operate a variety of standard office equipment including typewriter, personal computer, copier, audio visual and other office equipment and maintain compliance of all safety rules. (E)
- Organize and maintain reserve media. (E)
- Schedule and reserve rooms on electronic calendar. (E)
- Coordinate the circulation of media and equipment; provide work direction to students to ensure appropriate application of policies and procedures. (E)
- Identify equipment which is not functioning properly, and submit request for service; may perform minor repairs. (E)
- Monitor inventory and submit orders for supplies when needed. (E)
- Perform routine clerical duties in support of the Instructional Multimedia Center and audio-visual functions including processing, preparing and screening reports, forms, and other documents for accuracy and completeness; copying, typing and proofreading completed documents; answering telephones and providing routine, factual information to office visitors and callers; opening, screening and routing mail. (E)
- Assist IMC Specialist with publishing and uploading of podcasts. (E)
- Provide assistance with training, and troubleshooting issues for podcasting, computers, and other technical devices for staff and students. (E)
- Assist with providing webinars, videoconferences, and classroom technical assistance. (E)
- Assist students and faculty with accessing online resources. (E)

- Assist in the coverage of the Instructional Media Center labs; explains lab policies, procedures and requirements. (E)
- Hire, train, and provide work direction to student workers; schedule work hours, provide work direction, submit timesheets according to established procedures, and ensures effective use of allocated student workers. (E)
- Monitor and supervise student workers in the Instructional Lab and facilitate the check in/out of media and equipment. (E)
- Compile, list, and summarize information; prepare routine or recurring reports according to established procedures; prepares and maintains statistical records. (E)
- Perform audio-visual duties, assisting with the pick-up or delivery of media and audio-visual supplies; may assist with set-up of equipment. (E)
- Interact with students, staff and the public. (E)
- Assists with duplication of licensed audio and media updates in compliance with state regulations. (E)
- Perform related duties as assigned. (E)

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years of experience in office procedures and instructional multimedia equipment.

KNOWLEDGE OF:

Modern office practices and procedures

Record-keeping techniques.

Telephone techniques and etiquette.

Oral and written communication skills

Word and data processing

Operation of visual projection, DVD and Blu-ray devices

Preventative maintenance of various instructional media equipment and printers

Interpersonal skills using tact, patience, and courtesy

Principles of training and providing work direction

Basic research methods

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of a computer terminal and microcomputer

ABILITY TO:

Perform clerical duties such as filing, duplications and answering telephones.

Perform responsible technical duties

Add, subtract, multiply, and divide quickly and accurately

Maintain routine records and prepare reports.

Learn department and programs objectives and goals.

Understand and follow oral and written directions.

Provide work direction and guidance to student workers.

Read, interpret, apply, and explain rules, regulations, policies, and procedures

Meet schedules and time lines

Establish and maintain cooperative and effective working relationships with others
Plan and organize work
Communicate effectively both orally and in writing
Type 50 words net per minute from clear copy
Understand and follow oral and written directions
Operate a variety of office equipment such as computer, copier, fax machine, and others as assigned
Lift and carry up to 25 lbs.

LICENSES AND OTHER REQUIREMENTS:

May require a valid California driver's license.

WORKING CONDITIONS:

Long periods of standing and sitting.
Move from one work area to another.
Interaction with students, staff and the public.