



JOB DESCRIPTION

JOB TITLE: Media/Print Specialist	FLSA: Non-Exempt
Department: Information Technology	Date Revised: 05/16/2019
Security Sensitive: Yes	Grade: B21
Reports To: Director of Information Technology	

Job Summary

Under the general supervision of the Director of Information Technology, provides skilled assistance in the use of audio-visual/video, computer equipment and printed materials for use by faculty, staff and students. Responsible for campus mail and U.S. mail distribution.

Essential Functions

- Operates, maintains and monitors the use of Smart Classroom equipment including: video-data projectors, digital video disc players, and TruTouch touchscreen monitor computers;
- Sets up and ensures proper functioning of data/video program equipment and public address systems during special setups, video monitors, video/media editing software;
- Responsible for the set-up and operation of audio equipment for graduation, banquets General Assemblies and other College events;
- Demonstrates and instructs faculty, staff, students and community patrons in the use of all forms of audio and visual equipment;
- Responsible for training of faculty and staff on the use of all equipment in classrooms;
- Coordinates the College copy center;
- Prepares orders for supplies for media and print operations;
- Responsible for printing, folding, and binding of all brochures, fliers, and handouts for faculty and staff;
- Responsible for printing all posters for campus display;
- Ensures that all media equipment is maintained in good working order;
- Performs minor maintenance on printing equipment and responds to service requests as needed;
- Works with IT Service Desk Technician to provide front line support of all technical issues for Students, Faculty, and Staff;
- Responsible for supporting the operation of all Ricoh copiers and office printers;
- Monitors and trains all staff, in all matters of media and print shop operations;
- Assists the Service Desk with issuing College ID cards;
- Assists the Service Desk with issuing College parking permits;
- Provides system support and management for Papercut, Autostore, Content Central, ID BadgePass;
- Responsible for campus interoffice mail distribution;

- Responsible for U.S. Mail delivery and collection;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Associates Degree in a related field and two years experience in media technology service or an equivalent combination of education and experience;
- Extensive experience and knowledge in optimal audio/visual operation, management, and deployment;
- A working knowledge of high-speed printing equipment;
- Ability to supervise and manage Print/Media Center;
- Ability to communicate well with College employees and community patrons in demonstrating the use of audio-visual equipment usage;
- Service oriented;
- Knowledge and skill in the use of PC's and associated software applications.

Working Environment

- Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards.
- The position requires average agility, good vision, and hearing.
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds.
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Ability to successfully set-up audio equipment off-campus;
- Ability to work a flexible schedule, including evenings and weekends;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date