AUBURN
Human Resources

Tech I, Instructional Technology

Job Description

JOB INFORMATION

Job Code	AC05A
Job Description Title	Tech I, Instructional Technology
Pay Grade	AA03
Range Minimum	$32,080
33rd %	$35,820
Range Midpoint	$37,690
67th %	$39,560
Range Maximum	$43,300
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Instructional Technology & Design

JOB SUMMARY

Responsible for the operation, support, configuration, procurement, and maintenance of specialized equipment and technology used to support instruction and outreach programs.

RESPONSIBILITIES

- Installs, configures, programs, calibrates and instructs/trains others to operate equipment and provides a wide range of support services related to equipment, materials or other physical assets.
- Operates equipment using advanced skills to produce or edit instructional content.
- Ensures materials, manpower, equipment, and supplies are available and delivered to the proper location.
- Maintains and repairs equipment and manages upgrades as needed.
- Collaborates with Purchasing, OIT, Facilities, and other areas as needed.
- Ensures all safety procedures are followed.
- Develops recommendations for purchase and selection of specialized instructional equipment.
- May design mounting methods and builds/installs mounts for projectors, screens or other devices.
- May operate media equipment and assist studio production crews.
- May be responsible for equipment-related budgeting, inventory, warranty tracking and property control.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	1 year of	experience in the use and maintenance of equipment and technologies used to support instruction.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses knowledge and skills relating to capabilities and operation of specialized equipment, and basic understanding of how it is used in an instructional context.	
Ability to trouble standard issues.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.