AUBURN
Human Resources

Assoc Audio Visual Sys Eng

Job Description

JOB INFORMATION

Job Code	MA60
Job Description Title	Assoc Audio Visual Sys Eng
Pay Grade	IT04
Range Minimum	$47,970
33rd %	$57,560
Range Midpoint	$62,360
67th %	$67,160
Range Maximum	$76,750
Exemption Status	Exempt
Approved Date:	4/16/2026 1:51:37 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Audio Video Academic & Administration Support

JOB SUMMARY

Under close supervision, assists in the administration of diverse audio visual systems. Performs work that is generally routine in nature, seeking assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Monitors and reports system performance and utilization. Investigates system performance problems. Performs equipment installation, system installation, maintenance, training, and user support as required.

RESPONSIBILITIES

- Assists with the administration and support of deployed equipment configurations and integrated systems. Documents and deploys systems and their integration points. Reviews and performs system testing.
- Maintains audio visual systems according to University and industry-defined standards. Implements and troubleshoots configuration changes, systems, and applications to identify and correct service interruptions and other operational problems. Monitors audio visual systems to ensure compliance with departmental and University standards.
- Oversees the installation and integration of audio visual systems. Oversees student workers and coordinates with subcontractors on projects and the installation of equipment.
- Maintains established backup and disaster recovery processes and procedures.
- Assists with new technology deployments, system installations, and system integration testing.
- Provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems.
- May provide on-call support for designated systems or services.

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	
Associate's Degree	No specific discipline. Degree in IT or other related field preferred.	and	0 years of	No experience required. Experience in advanced audio visual systems, infrastructure, operating systems, and applications to include relevant state-of-the-art technology, equipment, and systems.	Or
High School Diploma or GED		and	4 years of	Experience in advanced audio visual systems, infrastructure, operating systems, and applications to include relevant state-of-the-art technology, equipment, and systems.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic understanding of audio visual systems, infrastructure, operating systems, and applications.	And
Basic knowledge of relevant state-of-the-art technology, equipment, and systems.	And
Knowledge of audio/video, lighting control, security , and access control.	And
Excellent communication skills both written and verbal.	And
Strong technical aptitude and computer skills.	And
Proficiency with professional computer systems and office applications.	

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		50 lbs
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	
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.