



# Assoc Audio Visual Sys Eng

## J O B   D E S C R I P T I O N

### JOB INFORMATION

<i>Job Title:</i>	Assoc Audio Visual Sys Eng
<i>Auburn Title:</i>	
<i>Job Code:</i>	MA60
<i>FLSA Classification:</i>	
<i>Salary Grade:</i>	IT04 \$41,200 - \$65,900
<i>Organizational use restricted to the following divisions:</i>	

### JOB FAMILY AND FUNCTION

<i>Job Family:</i>	Information Technology
<i>Job Function:</i>	Audio Video Academic & Administration Support

#### *Family Description*

This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, policies and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

#### *Function Description*

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### 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.

### KEY RESPONSIBILITIES

	% TIME
<ul style="list-style-type: none"> <li>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.</li> </ul>	20%
<ul style="list-style-type: none"> <li>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.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Oversees installation and integration of audio visual systems. Oversees student workers and coordinates with subcontractors on projects and installation of equipment.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Maintains established backup and disaster recovery processes and procedures.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Assists with new technology deployments, system installations, and system integration testing.</li> </ul>	10%

• Provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems.	10%
• May provide on-call support for designated systems or services.	10%
• Performs other related duties as assigned by the supervisor.	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Minimum Education and Experience					
Education Level	Field of Study		Years of Experience	Area of Experience	
Associate's Degree	No specific discipline. Degree in IT or other related field preferred.	And			Or
High School/GED		And	4	Experience in advanced audio visual systems, infrastructure, operating systems, and applications to include relevant state-of-the-art technology, equipment, and systems.	

Minimum Skills and Abilities		
Description	Proficiency	
Basic understanding of audio visual systems, infrastructure, operating systems, and applications.	Beginner	
Basic knowledge of relevant state-of-the-art technology, equipment, and systems.	Beginner	
Knowledge of audio/video, lighting control, security , and access control.	Beginner	
Excellent communication skills both written and verbal.	Intermediate	

Minimum Technology		
Technology	Technology Details	
Strong technical aptitude and computer skills.		
Proficiency with professional computer systems and office applications.		

Minimum Licenses and Certifications			
Licenses/Certifications	Licenses/Certification Details	Time Frame	
None Required.			

Approved 11/8/2019  
Date: