
Auburn University Job Description

Job Title: **Asst Supv, Audio Visual**

Job Family: No Family

Job Code: **OC43**

Grade MC06 \$37,000 - \$55,500

FLSA status: Non-exempt

Job Summary

Assists the Audio Visual Supervisor with the set-up, installation, operating, troubleshooting and coordination for events and audio-visual support functions.

Essential Functions

1. Assists Audio Visual Supervisor with the coordination of events and audio-visual support functions for the division.
2. Assists and provides support with hiring, training, and supervision of student audio-visual and set-up staff.
3. Troubleshoots, repairs, and maintains applicable equipment and accessories.
4. Consults with staff and customers and makes recommendations on audio-visual support services and lighting for events.
5. Maintains an accurate inventory of equipment.

Supervisory Responsibility

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

The above essential functions 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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	3	Experience in audio-visual equipment and set-ups.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of audio-visual equipment, set-ups, and usages.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/5/2016
