

VICTOR VALLEY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL MEDIA SERVICES AIDE

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Technical Services deliver, set up, pick up and operate audio visual equipment. Receive and log new equipment. Assist faculty, staff and students. Track Inventory and update.

REPRESENTATIVE DUTIES:

Take reservations for equipment, complete equipment slips and check out equipment to faculty and students; maintain a database of requests, delivery times, and pickup times on a computer. Deliver, set up and pick up equipment. *E*

Answer telephones and direct callers as necessary. Answer questions about procedures for ordering films and other instructional material. Provide routine information on needed audio-visual materials and equipment. Receive equipment requests from faculty, staff and students and advise requestors on whether the request can be met and their options for accomplishing their specified goal. *E*

Troubleshoot equipment problems in classrooms and make minor repairs on all media equipment. *E*

Conduct one-on-one training sessions for faculty and staff on using media equipment, including data projectors and computers for use with those projectors. *E*

Provide technical assistance in the ITV classroom for scheduled classes, conferences, and workshops. Provide media assistance at special events. *E*

Receive, assemble, log, add to database and issue equipment numbers to newly acquired or purchased equipment and install media equipment. *E*

Maintain a room use list and equipment cleaning schedule; clean equipment on a regular schedule; re-label moved equipment and carts; find and return missing equipment. *E*

Maintain an inventory database for media equipment. Perform a yearly physical inventory. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a wide variety of audio-visual and other technical equipment including projectors, tape recorders, video cassette recorders, satellite tuners and receivers, data projectors and computers.

Minor repair and cleaning procedures on a wide variety of audio-visual and other technical equipment.

Modern office practices, procedures and equipment.

Filing, recordkeeping techniques and computer database use.

Copier operation and minor repair techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Applicable copyright rules and regulations.

ABILITY TO:

Provide audio-visual services to faculty and students.

Operate and trouble-shoot audio-visual and other technical equipment.

Process incoming audio-visual materials and equipment.

Understand and follow oral and written directions.

Work independently with little direction.

Lift objects weighing up to 35 pounds.

Communicate effectively both orally and in writing, including the ability to communicate well both in person and by phone with a variety of people individually or in a group, on a regular basis.

Operate a motor vehicle observing legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year closely related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor Environment (occasional outdoor environment):

While performing the duties of this job, the employee is required to bend, lift, climb, push and/or carry light to moderately heavy equipment weighing up to 35 pounds while installing and/or demonstrating such equipment; ability to safely drive a motor vehicle on sidewalk or other surfaces, or on public/private roadways to transport equipment.

The employee primarily works in an indoor environment; occasional outdoor environment including extreme weather conditions; ability to travel and/or drive to various locations to conduct work during day and/or evening hours including weekends on an as-needed basis.