

The Southern Baptist Theological Seminary

Position Description

Position Title: Classroom Technology Technician

Department: Network Services

Position Code: N0435

Date Prepared: 12/4/12

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Classroom Technology Technician is responsible for responding to emergency classroom needs, investigating and solving classroom technology issues, providing various classroom technology services, and doing regular tests and check-ups of technology in the classroom.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Provide maintenance and support for media and technology needs both during class and otherwise
- Set up audio and/or video recordings of classes and edit and publish those recordings
- Basic maintenance of various hardware in the classroom
- Regular classroom testing and walk-throughs
- Maintain organization and ownership of various classroom technology workspaces

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a Bachelor's degree.

EXPERIENCE:

The person in this position will have experience with video and audio equipment and basic knowledge of projectors and recording equipment.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Classroom Technology Manager.

WORK ENVIRONMENT:

The person in this position will work in various locations across campus, as well as a typical office environment which may involve intermittently sitting, walking, standing, or stooping, and lifting light objects (less than 25 pounds).

EQUIPMENT:

The person in this position will use the following equipment: desktop and laptop computers, tablets, video and audio equipment, recording devices, projectors, etc.