UNIVERSITY OF SOUTHERN CALIFORNIA

Audio-Visual Technician I

Job Code: 173007

Grade: D
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Assists with providing audio-visual technical services to faculty, students, and staff of University schools and departments for special events, instructional, and/or business purposes. Assists with preparation, maintenance, and minor repairs of audio-visual equipment such as film projectors, VCRs, slide projectors, televisions, cameras, recorders, headsets, speakers, turntables, cassette decks, and compact disc players.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Assists with providing audio-visual technical services to faculty, students, and staff for special events and/or instructional purposes. Assists with operation, maintenance, and minor repairs of audio-visual equipment.

______ ______ Installs and sets up audio-visual equipment as required. Assists senior level audio-visual technicians with troubleshooting problems during equipment operation and makes necessary modifications.

______ ______ Complies with security and safety standards of all equipment.

______ ______ Provides assistance with monitoring and maintaining inventory records of audio-visual equipment.

______ ______ Assists with operation and maintenance of one or more stages/facilities in a school or department. Provides assistance with maintaining stages/facilities in orderly, operable condition.

______ ______ May assist with scheduling, coordinating, and planning equipment services, orders, and repairs of all equipment with end users to meet specific needs. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No ☐ Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
High School or equivalent

**Minimum Experience:**
6 - 12 Months

**Minimum Field of Expertise:**
General knowledge of and experience with audio-visual equipment

**Preferred Education:**
- Associate's Degree
- Specialized/Technical Training

**Supervises: Level:**
May oversee student, temporary and/or casual workers.

**Comments:**
Requires ability to communicate orally with faculty, students, and staff.

**SIGNATURES:**

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer