

Lead Audio-Visual Technician, Office of Computer and  
Information Services  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=233123>

Downloaded On: May. 9, 2024 4:41am

Posted Mar. 19, 2024, set to expire Jul. 19, 2024

<b>Job Title</b>	Lead Audio-Visual Technician, Office of Computer and Information Services
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Mar. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Information Technology Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Lead-Audio-Visual-Technician--Office-of-Computer-and-Information-Services_R2697-1">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Lead-Audio-Visual-Technician--Office-of-Computer-and-Information-Services_R2697-1</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**External Applicant Instructions**

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**Please upload your resume/CV for automatic population of information to your Kean application.**

- **Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.**
- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

**Office of Computer and Information Services (OCIS)**

**Lead Audio-Visual Technician**

Join our team and play a pivotal role in delivering comprehensive audio-visual support across various university activities, including classroom technology, conferences, specialized meetings and events. Reporting to the Managing Assistant Director, The Lead Audio-Visual Technician (Professional Services Specialist 3, Computer Services) will take charge of testing, troubleshooting and repairing audio-visual equipment to ensure seamless operations. Responsibilities extend to maintaining damaged devices, conducting accurate equipment inventory, distributing and collecting media equipment and delivering essential training to faculty/staff members. You'll also document "how to" manuals and create reports to enhance operational efficiency.

In addition to these responsibilities, this role involves being the primary point of contact for large/high-profile events and taking the lead on audio-visual projects. Your expertise will be instrumental in ensuring the success of these events and projects. The scope of work will encompass additional related responsibilities, making this a dynamic and multifaceted role within our university's audio-visual support team. If you are passionate about technology and possess the skills to drive excellence in audio-visual services, we invite you to apply for this exciting opportunity.

*This position requires a flexible schedule including evening and weekend hours. Some travel may be required.*

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**Qualifications:** Bachelor's degree from an accredited college; two (2) years of professional experience in testing, troubleshooting and repairing audio-visual equipment; and a driver's license valid in the State of New Jersey is required. A Master's degree may be substituted for one (1) year of the required professional experience. Applicants who do not possess the required education may substitute experience on a year for year basis. A background in live sports/event production is a plus. Candidate must have proficiency in computer software installation; familiarity with audio recording devices, lighting gear, cables, mixers and other peripherals; knowledge of video teleconferencing systems or programs; and excellent written and oral communication skills.

The selected candidate will be required to pass a four (4) month Working Test Period.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

New Jersey SAME Program Applicants: If you are applying under the NJ State as a Model Employer of People with Disabilities (SAME) Program, your supporting documents (Schedule A or B Letter) must be submitted along with your resume by the closing date indicated above. For more information on the New Jersey SAME Program, please visit the website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [Same@csc.nj.gov](mailto:Same@csc.nj.gov) or contact our Kean Recruiting Team at [SAME@kean.edu](mailto:SAME@kean.edu).

**Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.**

## Additional Information

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**Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.**

**In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).**

### **Diversity & Non-Discrimination Statement**

**Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.**

### **EEO/AA Statement**

**Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer**

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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