

AV Technology Specialist I Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=234554>

Downloaded On: May. 16, 2024 8:06am

Posted Apr. 12, 2024, set to expire Jul. 4, 2024

Job Title AV Technology Specialist I
Department
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Apr. 12, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Information Technology

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Job Description

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JOB TITLE

AV Technology Specialist I

LOCATION

Worcester

DEPARTMENT NAME

AV Events

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Coordinate Audio/Visual (AV) equipment reservations for academic use by WPI students, faculty, and staff. Assist with setup, strike, and operation of AV presentation, recording and streaming equipment at various locations on campus to support university initiatives. Manage inventory of laptop computers for temporary loan, event use, and off campus project sites.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

JOB DESCRIPTION

Responsibilities:

- Provide assistance with set-up and operation of AV equipment in various campus locations for academic and administrative events. Provide support for virtual events as needed.
- Coordinate the laptop imaging process and maintenance of laptops available for loan. Ensure student support staff understand and follow the reimaging protocol.
- Create AV equipment reservations based on requests received and coordinate loans with members of the WPI community. Assist in managing large pool of AV equipment and reservation system. Conduct annual equipment inventory.
- Coordinate the reservation and distribution of laptops for off-campus project sites and summer camp programs.
- Assist with front-office operations and provide phone, e-mail, in-person, and on-site support to students, faculty and staff on supported AV systems and equipment.
- Provide phone, email, in person and on-site support to students, faculty and staff on supported AV systems and equipment. Assist with the resolution of technology issues experienced by users of campus AV technology.
- Capture, edit and catalogue video footage into final product for distribution to appropriate platforms.
- Assist with the operations of in-house poster production services as needed.
- Train users and student support staff on AV systems and equipment.
- Other duties as assigned.

Requirements:

- Associates degree and 2 years or more experience in Communications, Audio/Video Technology and Video Production.
- Knowledge of AV equipment and hands-on experience in AV set-ups involving laptops,

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- projectors, display resolutions, audio recording, sound mixing, wired and wireless microphones
- Ability to successfully troubleshoot computer hardware, software, operating system, and peripheral issues
 - A strong willingness to learn the processes of computer imaging
 - Experience using Microsoft Office, including Word, PowerPoint, and Excel
 - Candidate must be customer service driven, have strong written and verbal communication skills as well as excellent presentation and interpersonal skills
 - Candidate must be able to adapt quickly to situations as they arise and have the ability to work independently and as part of a team
 - Ability to lift and transport objects weighing up to 50lbs
 - Candidate must be able to work regular evenings and weekends as assigned

FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/AV-Technology-Specialist-I_R0002748

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet

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departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

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

Contact

N/A

Worcester Polytechnic Institute

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