

**Part-Time Instructional Media Specialist
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=236824>

Downloaded On: Jun. 29, 2024 10:56am

Posted May 30, 2024, set to expire Mar. 28, 2025

Job Title	Part-Time Instructional Media Specialist
Department	
Institution	Lee College Baytown, Texas
Date Posted	May 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Educational Services
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Job Description

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Part-Time Instructional Media Specialist

Salary: \$21.11 Hourly

Job Type: Part-Time

Job Number: FY2300413

Location: Main Campus - Baytown, TX

Division: Information Technology

Position Overview

Part-Time Instructional Media Specialist Lee College

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Duties are focused on instructional technology support, media installation, video classroom support, maintenance and support for integrated "smart classrooms" equipment, Hy-Flex classrooms, conference rooms, and general-purpose computer lab for students. Provide support for campus setup and events as needed.

Essential Duties & Responsibilities

- Research, develop, and evaluate audiovisual classroom technology.
- Presentation technology assistance for on-campus presentations and curriculum-based projects.
- Consultation and execution of special events and high-level technology projects.
- Install, integrate, and maintain audiovisual and technology equipment in classrooms and event spaces, including other multimedia devices.
- Set up and operate audiovisual equipment for live events, ensuring high-quality audiovisual experiences.
- Communicate effectively in written and oral.

Additional Duties & Responsibilities

- Conduct regular testing of classroom audiovisual technology to ensure operational efficiency and troubleshoot and resolve simple software, hardware, computer, and network issues.
- Manage media reservations, ensuring all requested equipment is tested, operational, and ready for use as scheduled.
- Monitor and maintain inventory records of all audiovisual technology equipment and supplies.
- Perform other duties assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Associate's (or higher) degree or an equivalent combination of education and experience in lieu of degree
- Strong technical knowledge of current audiovisual equipment, systems, and practices
- Ability to instruct others in the use of this equipment
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to troubleshoot audiovisual equipment and other classroom technology efficiently
- Ability to work effectively with co-workers
- Ability to lift up to fifty (50) pounds and perform tasks requiring climbing ladders and working at height

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- Flexibility to work outside regular business hours, must be able to work evenings and weekends as needed
- Excellent organizational, communication, and customer service skills

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4503349/part-time-instructional-media-specialist>

Contact Information

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

Contact

N/A

Lee College

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