

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

Direct Link: <https://www.AcademicKeys.com/r?job=243008>

Downloaded On: Nov. 23, 2024 5:23am

Posted Aug. 12, 2024, set to expire Mar. 27, 2025

Job Title	Audio-Visual Technician, Office of Computer and Information Services
Department	
Institution	Kean University Union, New Jersey
Date Posted	Aug. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Information Technology
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Audio-Visual-Technician--Office-of-Computer-and-Information-Services_R2994-1
Apply By Email	
Job Description	

External Applicant Instructions

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

Audio-Visual Technician

Under the direction of the Managing Assistant Director, the Audio-Visual Technician (Professional Services Specialist 4, Computer Services) is responsible for performing professional work for the Audio-Visual team using established policies, procedures, precedents, and guidelines; and does related work as required. This position plays a pivotal role in delivering comprehensive audio-visual support across various university activities including, but not limited to: classroom technology, conferences, specialized meetings and events. The Audio-Visual Technician will be responsible for 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.

In-person support is required. This position is based at the Union, NJ campus but supports other campus locations. This position requires a flexible schedule including evening and weekend hours. Some travel may be required.

Qualifications: Graduation from an accredited college with a Bachelor’s degree; one (1) year of experience in testing, troubleshooting and repairing audio-visual equipment; and a driver’s license valid in the State of New Jersey is required. 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.



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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 or contact our Kean Recruiting Team at 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

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.



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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