

Technical Craft Specialist B (Audio/Visual Specialist)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251506>

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Posted Jan. 14, 2025, set to expire May 8, 2025

Job Title	Technical Craft Specialist B (Audio/Visual Specialist)
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Jan. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
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Job Description	

Posting Details

Position Information

Position Title: Technical Craft Specialist B (Audio/Visual Specialist)

Requisition Number: SCL00385

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General Description

The Technical Craft Specialist B (Audio/Visual Specialist) provides set-up, distribution and troubleshooting of multimedia equipment for classrooms and auditorium events. This position is also responsible for videotape documentation, elementary theatrical lighting and audio operation, video conferencing support, minor electronic hardware troubleshooting, and basic operation orientation for users of Multimedia Services equipment. Scheduled hours are Tuesday through Saturday from 8:00 a.m. to 4:30 p.m., including some nights and weekends, based upon the needs of the College. Schedule may change based on college needs.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Prepare, distribute and perform basic diagnostic and maintenance of AV equipment.
- Collect distribution data when multimedia equipment is deployed.
- Log in requests for technical support for multimedia equipment, including smart-carts, overhead

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- projectors, and interactive panels
- Process requests for equipment and services.
- Provide basic technical support for audio, video, and video conference events.
- Perform minor electronic hardware maintenance and troubleshooting.
- Perform simple operational tasks using the light controller and sound system in the Auditorium and other presentation and event venues.
- Provide support to audio and video specialists; including, but not limited to, video camera operation, digitizing video files and single microphone set-up.
- Provide basic operation orientation to users of Multimedia Services equipment.
- Obtain and distribute video media for College use.
- Attend weekly staff meetings to review upcoming standing events, and other College activities impacting the Multimedia Services department.
- Respond to emergency and routine incoming calls to the service counter, as appropriate.
- Deliver quality customer services to both internal and external constituents in a professional, helpful and courteous manner.
- Travel to regional campuses, as needed, to provide technical assistance.
- Work extended hours on evenings or weekends, as needed.
- Transfer digital media from one format to another.
- Adhere to all College policies, including those related to copyrighting.
- Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Perform other duties as assigned.

Minimum Qualifications

- High School diploma, or GED, required.
- At least two (2) years of relevant work experience in the operation of multimedia equipment, including LCD Projectors, laptop computers, document cameras, consumer video equipment, audio presentation equipment, theatrical audio and lighting equipment, and computer equipment is required.
- Demonstrated technical proficiency to launch and access inventory and scheduling software information using a personal computer or laptop required.
- Demonstrated technical proficiency to launch, locate and recognize user file structures for MS Office Suite products required.
- Ability to work well as a member of a team in resolving problems and issues.
- Ability to demonstrate effective problem solving and judgment is required.

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- Ability to work well independently with limited supervision is required.
- Ability to transfer digital media from one format to another.
- Ability to negotiate issues and bring problems to resolution required.
- Strong interpersonal, verbal and written communication skills required.
- Valid Driver's license and access to reliable transportation is required.
- Ability to climb and walk within confined spaces.
- Ability to lift up to fifty (50) pounds.
- Ability to work extended hours on evenings and Saturdays, as needed, is required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment inclusive of students, faculty and staff of varying social economic, cultural, ideological and ethnic backgrounds required.

Preferred Qualifications

- Associate's or Bachelor's degree preferred. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Experience with Extron products preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time

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- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 7

Min Salary: \$19.91

Max Salary: \$38.87

Job Posting Open Date: 12/03/2024

Type of Position: Classified

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

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Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- HigherEdJobs.com
- LinkedIn
- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?

- No Response
- High School/GED
- Associates Degree
- Bachelor's Degree
- Master's Degree
- Doctorate
- Other

4. * Do you have at least (2) two years of relevant work experience in the operation of multimedia equipment; including smart boards, Smart LCD screen technology, LCD Projectors, laptop computers, document cameras, consumer video equipment, audio presentation equipment, theatrical audio and lighting equipment, and computer equipment (PC's and laptops)?

- Yes
- No

5. * Are you able to work a schedule of Tuesday to Saturday, 8:00am to 4:30pm, including some nights (as needed)?

- Yes
- No

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6. * Do you possess a current, valid driver's license?
 - Yes
 - No
7. * Do you have demonstrated technical proficiency to launch and access inventory and scheduling software information using a personal computer or laptop?
 - Yes
 - No
8. * Do you possess technical proficiency to launch, locate and recognize user file structures for MS Office Suite products?
 - Yes
 - No
9. * Are you able to lift up to fifty (50) pounds?
 - Yes
 - No
10. * Do you have experience with Extron products?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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