

Audio/Visual Specialist I
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=259311>

Downloaded On: Jul. 12, 2025 9:53am

Posted Jul. 8, 2025, set to expire Nov. 2, 2025

Job Title	Audio/Visual Specialist I
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Jul. 8, 2025
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	

Posting Details

Position Information

Position Title: Audio/Visual Specialist I

Requisition Number: SCL00396

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General Description

The Audio/Visual Specialist I provides assistance in the setup and breakdown of audio, video, lighting, and projection systems for classrooms and events. This position is also responsible for basic audiovisual operation, hybrid meeting support, presentations, and minor hardware troubleshooting, and basic operation orientation for users of Multimedia Services equipment. Scheduled hours are Monday through Friday 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 chance 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

- Assist with the setup and breakdown of audio, video, lighting, and projection systems.
- Perform basic diagnostic and maintenance of audiovisual (AV) equipment.
- Log technical support requests for multimedia equipment, including projectors, interactive panels, and other classroom technology.
- Process requests for multimedia equipment and related services.

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- Provide basic technical support for audio, video, and instructional technology systems.
- Assist with video production tasks such as use of cameras, lights, and teleprompters.
- Support event staff and presenters with technical needs.
- Provide basic end-user support in the operation of Multimedia Services equipment including interactive panel, webcam, and projector integrated classroom technology.
- Maintain inventory and report damaged or missing equipment.
- Stay up to date with new A/V technologies and tools through training and hands-on experience.
- Transport, load, and unload equipment as needed.
- Attend weekly staff meetings to review upcoming standing events, and other College activities impacting the Multimedia Services department.
- Respond to both routine and urgent service requests received through the service counter, department phone line, or online ticketing system.
- Deliver professional, courteous, and helpful customer service to both internal and external stakeholders.
- Perform other duties as assigned.

Minimum Qualifications

- High School diploma, or GED, required.
- Basic understanding of microphones, speakers, projectors, and video displays.
- Familiarity with platforms such as Zoom, Microsoft Teams, or other conferencing tools.
- Ability to lift up to 50 lbs and work on your feet for extended periods.
- Good communication and customer service skills.
- Eagerness to learn and follow instructions from senior technicians.
- 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 is required.
- Ability to demonstrate effective problem solving and judgment is required.
- Ability to work well independently with limited supervision is required.
- Ability to transfer digital media from one format to another is required.
- Ability to negotiate issues and bring problems to resolution required.
- Valid Driver's license and access to reliable transportation is required.
- Ability to climb and walk within confined spaces.
- 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

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inclusive of students, faculty and staff of varying social economic, cultural, ideological and ethnic backgrounds required.

Preferred Qualifications

- Associate's degree, Bachelor's degree, or A/V or technical school training preferred. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Previous experience in A/V support preferred.

Work Location: Main Campus, NERC, CATC, NWRC

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
- 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>

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Salary Grade or Rank: 8

Min Salary: \$26.00

Max Salary: \$39.78

Job Posting Open Date: 07/03/2025

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 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

Required fields are indicated with an asterisk (*).

1. * How did you first learn about this employment opportunity?
 - Community College of Philadelphia Website
 - Careerbuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Job Fair
 - Indeed.com

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- HireVeterans.com
- HERC - Higher Education Recruitment Consortium
- CCP - Faculty Recruiting Event
- 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 a basic understanding of microphones, speakers, projectors, and video displays?

- Yes
- No

5. * Do you have experience in Audio/Visual support?

- Yes
- No

6. * Salary bands at the College cover a wide range to accommodate varying levels of experience.

Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.

- Yes, the salary range is within my expected salary expectations.
- No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

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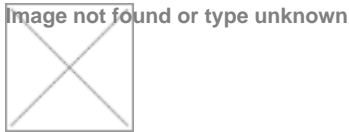
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Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents



PI274838555

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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