

Part-Time Audiovisual Technology Specialist Lee College

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Posted Aug. 20, 2025, set to expire Aug. 29, 2025

Job Title	Part-Time Audiovisual Technology Specialist
Department	
Institution	Lee College Baytown, Texas
Date Posted	Aug. 20, 2025
Application Deadline	08/29/2025
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description	

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Part-Time Audiovisual Technology Specialist

Salary:

Job Type: Part-Time

Job Number: FY2300593

Location: Main Campus - Baytown, TX

Division: Information Technology

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Position Overview

The Part-Time Audiovisual Technology Specialist is responsible for managing and maintaining all instructional and presentation media systems across campus. This includes classrooms, multipurpose event venues, and conference rooms. The Specialist ensures the reliable operation of audiovisual and technological equipment, including video projection, sound systems, control technologies, and video conferencing platforms, to support effective teaching, learning, and event execution.

Essential Duties & Responsibilities

- Research, evaluate, and recommend classroom audiovisual technologies that enhance instructional delivery.
- Provide hands-on support for curriculum-based presentations, lectures, and special events.
- Consult on and lead the implementation of large-scale or high-profile AV technology projects.
- Install, integrate, maintain, and troubleshoot AV equipment and multimedia systems across academic and event spaces.
- Set up and operate audiovisual systems for live events, ensuring high-quality audio and visual output.
- Manage media reservations, ensuring all requested equipment is tested, operational, and ready for use as scheduled.

Additional Duties & Responsibilities

- Conduct regular testing of classroom audiovisual technology to ensure operational efficiency.
- Monitor and maintain inventory records of all audiovisual technology equipment and supplies.
- Perform other duties assigned related to audiovisual support or departmental initiatives.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Associate's (or higher) degree in audiovisual technology, information systems, or a related field or two (2) years of equivalent experience.
- Strong technical knowledge of audiovisual technology and best practices.
- Experience troubleshooting AV, network, and fundamental IT issues.
- Familiarity with AV technology, classroom technology, and hybrid learning technologies.
- Strong organizational and time management skills.
- Ability to provide instruction and support to non-technical users.

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- Excellent verbal and written communication skills.
- Ability to lift up to fifty (50) pounds.
- Comfortable working on ladders or at heights.
- Willingness to work evenings or weekends for event support as needed.

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/5046469/part-time-audiovisual-technology-specialist>

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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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