Georgia State University

Job Specification

Job Title: Audiovisual Technician II

BCAT Code: 09VX02           Effective Date: April 1, 2007
Pay Grade: G07   FLSA Status: Non-Exempt   Revision Date: July 1, 2013

General Description
Performs skilled technical work, such as the maintenance, distribution and utilization of communication media.

Examples of Duties
- Assists in training lower level employees.
- Maintains the inventory of communication media, such as overhead projectors, screens, etc.
- Instructs clients in the proper usage of audiovisual equipment.
- Sets up audiovisual equipment for various meetings, classes, etc.
- Maintains and performs minor repairs of audiovisual equipment.
- Makes and edits audio and visual tapes.
- Maintains records of audiovisual equipment usage and repair.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the proper use of audiovisual equipment.
- Effective oral and written communication skills.
- Effective time management skills.
- Effective organizational skills.
- Ability to lift or move equipment, such as overhead projectors, screens, etc.
- Ability to train others.

Minimum GSU Hiring Standards
High school diploma or GED and one year experience working with audiovisual equipment; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section