Georgia State University

Job Specification

Job Title: Media Utilization Specialist I

BCAT Code: 09VX03  Effective Date: April 1, 2007
Pay Grade: G11    FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Manages and maintains integrated and loose audio and video equipment inventory.

Examples of Duties
- Oversees the dispensing and set-up of audio and video equipment for the University student event schedule, on average between 28 to 32 events per day.
- Provides technical direction and training to various support staff.
- Maintains the inventory of loose and integrated audio and video equipment.
- Maintains records of equipment usage and condition.
- Instructs clients on the proper usage of audio or video equipment and/or provides direct audio and video cover during events.
- Advises on equipment updates and purchases.
- Assists in the audio and video training of all staff levels.
- Researches, orders and maintains audio and video equipment and operating supplies.
- Works directly with clients during the reservation stage to determine the most appropriate and effective audio or video equipment and configuration for the event.
- Develops operating and equipment use guides to help clients and staff maximize their audio and video equipment use.
- Provides functional or operational supervision.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Ability to lift 50 to 100 lbs.
- Ability to maneuver large equipment carts and dollies.
- Ability to supervise others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; 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