
Auburn University Job Description

Job Title: **Supv, Instructional Tech Sup**

Job Family: No Family

Job Code: **AC11***

Grade 35: \$50,900 - \$84,800

FLSA status: Exempt

Job Summary

Supervises the design, installation, and maintenance of multimedia systems, distance learning, and audio visual systems for campus classrooms and Facilities.

Essential Functions

1. Designs multimedia classrooms, communications, and video systems on campus.
2. Provides consultative services to faculty and staff on multi-media hardware and software system projects.
3. Installs, maintains, and operates multi-media systems in technology enabled classrooms.
4. Recommends purchases of new equipment and plans preventive maintenance and repair activities.
5. Manages and develops budgets and budget reports.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Information Technology, Computer Science, or related field
Experience (yrs.)	3	Experience in developing, installing and/or supporting the use of instructional technologies

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of various multimedia systems, distance learning systems, and audio visual systems.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, handling objects with hands, and no lifting is required.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, hearing, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/5/2012
