
Auburn University Job Description

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| Job Title: | Tech, Instructional Techno | Level I | Grade 29 \$25,000 - \$41,700 |
| Job Code: | AC05 | Level II | Grade 30 \$28,000 - \$46,700 |
| FLSA status: | Non-exempt | Level III | Grade 31 \$31,300 - \$52,100 |

Job Summary

Responsible for the operation, support, configuration, procurement, and maintenance of specialized equipment and technology used to support instruction and outreach programs.

Essential Functions

1. Installs, configures, programs, calibrates and instructs/trains others to operate equipment and provides a wide range of support services related to equipment, materials or other physical assets.
2. Operates equipment using advanced skills to produce or edit instructional content.
3. Ensures materials, manpower, equipment, and supplies are available and delivered to the proper location.
4. Maintains and repairs equipment and manages upgrades as needed.
5. Collaborates with Purchasing, OIT, Facilities, and other areas as needed.
6. Ensures all safety procedures are followed.
7. Develops recommendations for purchase and selection of specialized instructional equipment.
8. May design mounting methods and builds/installs mounts for projectors, screens or other devices.
9. May operate media equipment and assist studio production crews.
10. May be responsible for equipment-related budgeting, inventory, warranty tracking and property control.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.

Auburn University Job Description

Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|---|---|--|
| I | Performs standard duties to procure, install/setup, maintain, and support others in use of specialized equipment and related supplies. Range of equipment supported is relatively limited, and/or relatively low complexity, compared to higher levels. | Possesses knowledge and skills relating to capabilities and operation of specialized equipment, and basic understanding of how it is used in an instructional context. Ability to trouble | High school diploma or equivalent plus 1 year relevant experience required. |
| II | Performs standard and some specialized tasks or projects to select, configure, install, maintain and advise others in the use of a broad range of specialized equipment. Often involves complex connectivity, electrical, bandwidth or similar technical issues. Responsibility for equipment inventory and maintenance is significant. | Possesses broad knowledge and skills in instructional equipment used in assigned area with deep expertise in one or two technical areas. Ability to troubleshoot and participate in planning and purchasing decisions for more significant projects. | High school diploma or equivalent plus 3 years relevant experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III | Lead level technical support. Under general guidance, plans, procures, installs, configures and maintains sophisticated equipment, used in multimedia classrooms or other instructional context of similar complexity. Assignments are broad in nature, requiring originality and ingenuity. Has appreciable latitude for unreviewed action or decision. At this level, there is a very high level of stewardship over University-managed assets, and responsibility for training and guiding the work of others. | Possesses and applies a broad knowledge of technical principles, practices, and procedures, including IT, electrical/electronic, photographic or other areas, with strong knowledge and skill in the application of information and media technology to instruction. Ability to troubleshoot both standard and non-standard issues. | High school diploma or equivalent plus 5 years relevant experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** High school diploma or equivalent plus 1 year relevant experience required.
- Level II** High school diploma or equivalent plus 3 years relevant experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** High school diploma or equivalent plus 5 years relevant experience, Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in the use and maintenance of equipment and technologies used to support instruction

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

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 standing, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 1/9/2012
