



Job Specification

Job Title: Audiovisual Technician I
BCAT Code: 602X AA
Pay Grade: G05

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Performs skilled technical work in the maintenance, distribution and utilization of communication media.

Examples of Duties

- Maintains inventory of communication media such as overhead projectors, screens, etc.
- Instructs client in proper usage of audiovisual equipment.
- Provides set up of audiovisual equipment for various meetings, classes, etc.
- Maintains and performs minor repair of audiovisual equipment.
- Makes and edits audio and visual tapes.
- 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.

Minimum GSU Hiring Standards

High school diploma or GED and six months experience working with audiovisual equipment; or a combination of education and 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.