



**Job Specification**

**Job Title: Audiovisual Technician II**  
**BCAT Code: 602X AC**  
**Pay Grade: G07**

**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**

- Assists in training lower level employees.
- 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.
- Maintains records of audiovisual equipment usage and repair.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Considerable 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 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.*