



Job Specification

Job Title: Learning Services Coordinator
BCAT Code: 402X AA
Pay Grade: G13

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

General Description

Provides multi-media, instructional technology support for a college or department.

Examples of Duties

- Coordinates audiovisual services and training within a college or department.
- Develops instructional materials.
- Maintains inventory of college or departmental multi-media equipment.
- Assists students, staff and faculty in the operation of computer and audiovisual equipment.
- Assists in the production of graphics and other materials needed for presentations.
- Coordinates usage of audiovisual equipment for special events and presentations.
- Teaches workshops and classes about equipment.
- Assists students in the development of portfolios.
- Evaluates and selects multi-media equipment, software, and supplies to be purchased.
- Catalogs new equipment.
- Monitors the interlibrary loan of equipment.
- Supervises the circulation of equipment including the bar coding of new items.
- Performs basic maintenance on multi-media equipment.
- Contracts with vendors for technology services.
- Monitors budgetary expenditures for the department or college.
- Consults with faculty and staff in the use of computers, software, audiovisual equipment, books, serials, and other media used in teaching.
- Produces videotapes for instruction.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of audiovisual, computer and related equipment used in presentations.
- Knowledge of basic electronic maintenance and repair.
- Knowledge of computers and instructional software.
- Effective oral and written communication skills.
- Ability to train others in the use of equipment.

Minimum GSU Hiring Standards

Bachelor's degree and three years of related experience; 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.