



## **Job Specification**

**Job Title: Voice Communication Administrator**  
**BCAT Code: 604X AA**  
**Pay Grade: G15**

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

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### **Job Description**

Provides oversight and management of voice communication and equipment activities at GSU. This includes installation, maintenance, and upgrade of voice communication equipment.

### **Job Duties/Responsibilities**

- Manages the university's voice communication equipment check out and return.
- Supervises and schedules voice communication equipment research and production activity.
- Researches and recommends equipment upgrades for voice communication equipment
- Serves on the equipment committee for the purchase, installation, or upgrade of voice communication equipment.
- Consults with faculty to ensure availability of voice communication equipment.
- Serves as subject-matter-expert and liaison on voice communication equipment and activities.
- Ensures the functionality and security of voice communication equipment
- Trains staff on processes, equipment use and maintenance.
- Performs other voice communication duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of voice communication and production equipment and labs.
- Knowledge of voice communication computer operation and software (spreadsheets, word processors, presentations, graphic design, educational software, and databases).
- Ability to multi-task, pay attention to detail, provide tours, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing,.

### **Minimum Hiring Standards**

Bachelor's degree and four 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.*