

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Instructional Media Support Coordinator

BASIC FUNCTION: Under the direction of the area Manager, is responsible for the coordination of the day to day operation of IMC delivery, special recording projects, special events, and setups of all high-end media technology in the classroom. Works with faculty and staff with specialized media equipment requiring computer set-up and peripheral media equipment; responsible for scheduling the technology classrooms in the Library. Maintains all specialized media equipment and ensures all the equipment is in working order. Responsible for maintaining all laptop computers that are used for check-out, ensuring that they are fully operational and free of any viruses.

PROVIDES WORK OR LEAD DIRECTION TO: Classified staff, Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Assigns the workload of permanent staff for the day to day operation of IMC delivery support services.
2. Provides direction to staff on assignment, event locations, and deliveries.
3. Coordinates the delivery, setup, and execution of special events by permanent staff for the District on and off campus.
4. Coordinates communications and workflow between three shifts. Insures attendance reports and time sheets are completed accurately.
5. Tracks federal work study, District, and short-term temporary budgets so work schedules can be assigned.
6. Coordinates special recording projects for audio and visual recordings.
7. Main contact person for faculty and staff who need support with computers, software, and assistance in preparing special presentations.
8. Provides technical assistance for recording Board meetings.
9. Troubleshoots software and computers set-up for presentations, when needed.
10. Assists with special recording projects for audio and video recordings.
11. Assists with special projects as needed.
12. Maintains classroom scheduling software that is used for the IMC inventory.
13. Trains the IMC support staff on the use of specialized media equipment.
14. Ensures that Ethernet connections are operational in the classrooms as needed.
15. Maintains all software-based equipment used for audio and video recordings used by classroom support services.
16. Assists all IMC staff as needed for various projects.
17. Participates in District-provided in-service training programs.
18. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
19. Performs other duties, related to the position, as assigned.

EDUCATION: Any combination of education and experience equivalent to two years of college from an accredited institution is required. An associate degree from an accredited institution is preferred.

EXPERIENCE: Four years of experience in the operation and maintenance of media equipment, which includes two years of experience working with basic troubleshooting of computer system set ups, is required. Preferred areas of experience may include experience in computer information systems, communications, and digital recording systems.

LICENSES/CERTIFICATIONS: Must have a valid California Driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF: Microsoft Office and various presentation software programs; a computer system, including installing hardware devices. Non linear computer based editing software. Installation and construction techniques that comply with building code. Audio engineering and digital recording. Budget allocation. Prefer understanding of radio frequency/wave behavior for wireless devices.

ABILITY TO: Monitor acoustic environments and set equipment accordingly. Communicate effectively with students, staff, faculty, and the public, especially to interpret and explain rules and policies; work cooperatively in a team environment; follow directions; complete all assignments within the timelines given; handle departmental duties with independent judgment; and compile and maintain accurate records and reports.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, faculty, and vendors.

WORKING CONDITIONS: Normal media equipment environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.