

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Instructional Media Aide

BASIC FUNCTION: Under the supervision of the area manager, provides assistance and basic instructional media center support in video conferencing, setting up audio visual equipment, and general support.

PROVIDES WORK OR LEAD DIRECTION TO: Short-term employees and/or student workers.

REPRESENTATIVE DUTIES:

1. Assists as needed with equipment installations.
2. Assists as needed with equipment maintenance.
3. Assists with basic cable fabrication.
4. Delivers equipment to various locations, sets up and tests for use.
5. Operates video cameras and assists with creating classroom presentations
6. Sets up conference rooms for video conferencing and operation as scheduled.
7. Assists with streaming media production as needed.
8. Assists with office tasks such as answering phones, mail pick up, and basic filing and record keeping related to IMC activities.
9. Assists staff with KRCC operations and programming.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required. Additional classes in Video Production, Telecommunication, Computer Information Systems or related are desirable.

EXPERIENCE: One year of experience in assisting with basic office or media support services.

KNOWLEDGE OF: Basic means of media production methods and office operations.

ABILITY TO: Be taught to assist with equipment installations; assist with office tasks; gain knowledge of audio and visual techniques including editing, video production, camera operation, video-conferencing set up, and streaming procedures.

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.