

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Instructional Media Broadcast Technician

BASIC FUNCTION: Under the supervision of the area Assistant Dean, is responsible for coordinating setup and operation of audiovisual, television and computer-based media for classrooms, libraries and special events; television operations, including KRCC Channel 25 cable Television, a satellite down linking facility and video conferencing system; production of educational/promotional/administrative media materials and programs; technical maintenance.

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

REPRESENTATIVE DUTIES:

1. Serves as a contact person for campus cable channel; operates the day to day operations of assigned area of responsibility.
2. Trains, schedules and supervises student and hourly staff to provide media support for instruction and campus events that includes taking reservations, scheduling, setup and operation of audiovisual, television and computer equipment and materials; completes time cards for staff.
3. Trains, schedules and supervises student and hourly staff to operate the cable channel, satellite downlink and videoconferencing equipment.
4. Perform troubleshooting, preventive maintenance and minor repair of media equipment in the office and in the field.
5. Trains staff, faculty, and employees on new and existing media equipment.
6. Provides support to the faculty and staff through collaborative services in the design and production of instructional materials.
7. Conducts post video/audio/still editing production.
8. Coordinates and schedules satellite, cable and videoconferences as requested by the faculty and the District.
9. Maintains inventory control for assigned campus.
10. Provides statistics on media services, equipment usage, equipment needs, vendor's equipment and pricing.
11. Records, edits, and duplicates video and audio media.
12. Attends meetings with regard to media equipment and strategic planning.
13. Sets up and monitors procedures for planning, scheduling, record keeping, reporting, acquisition, installation and evaluation of IMC products and services.
14. Maintains, services, minor repairs on instructional media equipment.
15. Sets up computers and trouble shoots for classrooms.
16. Participates in establishing and monitoring assigned budget.
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: An associate degree from an accredited institution is required.

EXPERIENCE: Two years of closely related experience in production and/or broadcasting of media materials and the operation and maintenance of media equipment are required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

ABILITY TO:

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, student workers, faculty, students, other departmental personnel, security, cable company, repair technicians, City and County agencies.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of media office equipment. Tasks require extended periods of time at various media equipment.

WORKING CONDITIONS: Normal media 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.