
Position: Instructional Technology Technician

Position Number:

- Monitor and troubleshoot Library and Media Center equipment malfunctions and request work orders as appropriate.
- Explain and implement Library and Media Center policies and procedures.
- Assist faculty and staff in the use of distance learning video conferencing equipment.
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- Work with faculty regarding application of media techniques to their teaching assignment.
- Make presentations before large groups.
- Plan and organize work.
- Maintain records and equipment inventories.
- Meet schedules and time lines.
- Prepare reports for faculty and administration.
- Establish and maintain cooperative and effective working relationships with others.
- Learn District organization, operations, policies and objectives.
- Work with diverse populations.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An associate degree in instructional technology, communications, computer science or related field and one year experience assisting others with computer applications.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting