

POSITION DESCRIPTION
DER-DCC-10 (Rev. 5-84)
 State of Wisconsin
 Department of Employment Relations

1. Position No.	2. Cert / Reclass Request No.	3. Agency No. 285
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Campus Technology Services/Learning Technology Center University of Wisconsin-Parkside Box 2000, 900 Wood Road Kenosha, WI 53141-2000
6. CLASSIFICATION TITLE OF POSITION Audio Visual Services Coordinator	
7. CLASS TITLE OPTION (to be filled out by Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT Joseph Szabo - Audio Visual Services Coordinator
9. AGENCY WORKING TITLE OF POSITION Audio Visual Services Coordinator	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Patricia Eaton - Academic Staff - Informational Processing Consultant	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW? October - 2011
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84). <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

See Attached

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page.)

___ GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
 ___ WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
 ___ TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	See Attached	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on back of last page)

a. The supervision, direction, and review given to the work of this position is close limited general.
 b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)

Signature of first-line supervisor Patricia Eaton Date 10-1-14

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. (Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

Required distribution after all signatures have been obtained is five copies (check one box below for each copy):
 PD File (original) DER Employee Supervisor

University of Wisconsin - Parkside

- B. Job Title: Audio Visual Services Coordinator**
- C. Is this Position Hourly or Salaried? Hourly**
- D. Shift & Hours of Position: 7:30am-430pm**
- E. Number of Subordinates (if applicable): na**
- F. List of Essential Job Functions, Knowledge, Abilities, and Skills:**
see attached
- G. List of Marginal Job Functions:**
see attached
- H. Responsible for Money, University funds, or accounts which hold financial information?**
Yes or No
Yes
- I. Ergonomic Requirements:**
(i.e.: excessive mobility to make deliveries on campus, climbing ladders, extensive computer use)
Some equipment deliveries and the ability to navigate to all areas of the campus.
- J. Qualifications:**
Required: see attached
Preferences: see attached
- K. Equipment to be used on the job:**
(By each piece of equipment, put an "F" for frequent use, an "O" for occasional use, or an "R" for rare use.)
- 1. Tools: (power or manual tools)**
O
 - 2. Large Machinery: (includes vehicles)**
R
 - 3. Electrical Equipment: (i.e.: floor buffer, includes office equipment)**
F
 - 4. Chemicals: (includes cleaning supplies, lab chemicals, hazardous waste)**
R

L. Additional Information:

M. Organizational Chart - must be attached

University of Wisconsin-Parkside
Audio Visual Services Coordinator
Campus Technology Services – Learning Technology Center

Position Summary

This position, under the broad policy guidance of Campus Technology Services and under the general supervision of the Manager of the Learning Technology Center supports the curriculum, research, and other information needs of the University community by providing access to instructional media and distance education facilities; developing, maintaining and circulating audio-visual equipment, installing instructional technology in classrooms and lecture halls and producing audio, video, graphic and photographic materials. The Audio Visual Services Coordinator acts as lead worker, supervising approximately 10 student staff supporting technology in the classroom and distance education facilities. The incumbent is responsible for planning and implementing unit policies and procedures, teaching students, faculty and staff regarding the use of audiovisual equipment for the handicapped; and assists in the planning of classroom technology development.

Major goals of the position (A) responsible for the daily operation of Media Services (B) responsible for daily operation of distance education facilities (C) preparation and maintenance of records (D) responsible for collecting and entering AV equipment inventory data. (E) performance of miscellaneous office activities.

Goals and Activities

- 60% A. Responsible for the daily operation of Media Services division of Campus Technology Services, Learning Technology Center
1. Supervises WYLL-D126 and MOLN-117 service points.
 2. Participates in planning of units policies and procedures
 3. Responsible for approximately 10 student staff
 - a. Interviews, hires, supervises and terminates student staff
 - b. Develops and implements student staff training
 - c. Schedules student staff
 - d. Reviews and evaluates students staff performance
 - e. Makes pay range and raise recommendations
 - f. Manages student payroll
 4. Instructs faculty, staff and students in the use of AV equipment; both circulating AV equipment and permanently installed classroom/lecture hall AV equipment.
 5. Makes recommendations for acquisition and installation of classroom technology
 6. Supervises all aspects of AV equipment reservation and distribution

- 15% B. Responsible for daily operation of distance education facilities
1. Schedules compressed video, satellite and audiotronics activates
 2. Acts as host / facilitator for distance education classes, meetings and conferences
 3. Provides operations support for compressed video, satellite and audiotronic used during distance education classes, meetings and conferences. May include evening and weekend hours.
 4. Demonstrates/instructs faculty, staff and students in the use of compressed video, satellite and audiotronics technology.
 5. Hires, trains and schedules student employees for distance education classroom support.
 6. Participates in unit distance education planning.
- 10% C. Maintain Budget Records
1. Prepare and process invoices for non-campus video conferences services.
 2. Prepare and processes student payroll
- 5% D. Preparation and maintenance of records, reports and requisitions
1. Prepares and processes paper work associated with student employees (i.e. hiring, termination, pay change).
 2. Gathers, compiles, prepares and distributes monthly statistics as requested.
 3. For supplies and equipment: obtains quotes from vendors, prepares necessary paperwork
- 5% E Participates in organizational activates and projects
1. Participates in staff meetings
 2. Carry out special assignments to respond to the needs of the group, department.
 3. Share knowledge with other staff and provide assistance in areas of personal and technical expertise.
- 5% F Professional Development
1. Through conferences, workshops, and reading keep abreast of current trend in audiovisual advances
 2. Maintain a working relationship and information sharing with system wide peers.

Knowledge, Skills and Abilities

The wide scope of this position requires that the Audio Visual Services Coordinator:

- be self-directed and organized
- poses communication skills enabling him/her the ability to provide service and support to the faculty and staff

- have the leadership skills to recruit, interview hire/fire, train and manage a group of student employees
- have a keen sense for detail and record keeping
- have writing skills adequate to document departmental processes and procedures
- Efficient use of Microsoft Word
- Efficient use of Microsoft Excel
- Efficient use of email
- Knowledge and experience in supervisory skills
- Experience using compressed video
- Experience using digital still cameras
- Experience using digital video cameras
- Experience using audiotronics equipment
- Experience providing support and trouble-shooting equipment