

The University of Akron
Classification Specification

Job Title:	Coord Classroom Services	Job Code:	80601
Job Function:	Staff	Grade:	115
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	2/5/14

Job Summary:

Supervise the activities of Classroom Services. Manage the delivery and operation of audio visual requests for the entire campus.

Essential Functions:

40% Coordinate and manage personnel and equipment requests in a Just in Time fashion on the entire campus.

15% Hire, train, schedule and manage part-time employee staff.

15% Troubleshoot Technology Enhanced Classroom failures and perform repairs on AV equipment in a timely fashion

10% Train faculty & staff on the operation of Technology Enhanced Classrooms and the use of AV equipment.

10% Act as On Site coordinator for conferences & events requesting technology on campus.

10% Manage the shipment & delivery of Campus Mail, U.S.Mail, and UPS packages to and from Bierce Library.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year of experience in all types of AV equipment including video/data projectors, laptop computers, TV/VCR units and overhead projectors. Basic knowledge of computer applications and hardware interaction with AV equipment required. Requires flexibility to respond to rapidly changing environment and must possess excellent communication and customer service skills. Supervisory experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.