

# ROBERTS WESLEYAN UNIVERSITY

## Job Description

**Job Title**

Media Services Technician

**Department**

Media Services / ITS

**Reports To**

Interim CIO

**Written**

August 2025

**Status**

part-time, hourly

**Objective:** The Media Services Technician is responsible for supporting and administering instructional media equipment and services to the campus community.

**Job Responsibilities:**

1. Install and maintain audio and video equipment in classrooms and other spaces as needed.
2. Provide support to students, faculty and staff
3. Operation of classroom equipment
4. Loaning and training of camcorders, cameras, video projectors and associated equipment.
5. Videotape classes, lectures, guest speakers, etc. as requested
6. Assist with software questions and installation of smart boards, etc.
7. Set up microphones and other electronics for meetings.
8. Assist in set up and running of equipment associated with special functions such as commencement, baccalaureate, homecoming, special events, etc.
9. Duplicate and create DVD's, CD's and labels
10. Mount and laminate signs and class projects
11. Scan photos and documents using specialized software
12. Maintain campus message board operation
13. Assist with special media projects
14. Repair A-V equipment as necessary and appropriate
15. Provide instructional support in use of media equipment and techniques
16. Assist students with preparation of instructional A-V materials for class projects
17. Assist in inventory and maintain records of media equipment and supplies
18. Provide production services for community groups as time allows
19. Perform other duties as requested

***Approved rate of pay for this position is \$18.50/hr - \$20.00/hr***

**Education and Experience**

High school diploma and one year of related work experience. Electro-mechanical skills. An understanding of photography, television production, audio production, and computer interfaces. Knowledge of RF, video, and audio signal distribution design and integration of multimedia equipment in the classroom. Strong customer service skills. Prior work experience in an academic media services unit desired.

**Consequence of Error**

Errors impact classroom instruction, administrative functioning, and public perception of Media Services and Roberts Wesleyan University/Northeastern Seminary.

**Confidential Data**

Minimal need to access or use confidential data.

**Level of Supervision**

Individual interacts with faculty, staff and students independently and therefore must uphold and support the Roberts' mission statement, policies and practices. Creative, independent, and responsible decision making is expected.

**Mental/Visual Demand and Physical Effort**

Vision corrected to normal including ability to discern color and hue. Hearing corrected to normal. Moderate physical activity related to installation of cables, wiring and equipment. Must be able to lift up to 70 lbs.

**Directs Work of Others and/or # of Employees Supervised**

None

**Environment**

Work in various environments – indoor, outdoor, classrooms, studio, and auditorium – throughout the day.