

The University of Texas at San Antonio

Job Description

Job Title: Audio-Visual Services Specialist
Code: 18544
Salary Grade: 58
FLSA Status: Non-Exempt
Department/Division: OIT Learning Technologies
Reports To: Director of Learning Technologies

Summary

- Function: To plan and coordinate support operations for classrooms and special event facilities.
- Scope: Responsible for scheduling and supervision of events and coordinating technical, physical and other required support.

Duties

- Typical:
 1. Initiates, plans, schedules, and manages on and off-site university events to include coordination/procuring of location, facilities, technical services, supplies, marketing, publicity, and personnel.
 2. Coordinates financial transactions, including budget tracking, invoicing, billing records, and payroll. Monitors accounts for events
 3. Ensures sufficient support personnel are trained and available
 4. Acts as a liaison with internal and external customers and agencies to coordinate and facilitate co-sponsored events
 5. Communicates information regarding facility use, program operations, and campus policies, regulations and procedures to customers and the University community
 6. Backup for the Senior Management in Learning Technologies
 7. Performs other duties as assigned.
- Periodic:
 1. Submit Over Time Timesheets
 2. Review all invoices and reconcile accounts
 3. Send Surveys and create report from data collected from surveys
 4. Maintenance of equipment

Education

Required	Preferred
Bachelor's degree in a related field from an accredited institution.	

Other Requirements

Required	Preferred
Criminal Background Check. (CBC)	N/A

Experience

Required	Preferred
Two years of experience in events management and Audio Visual Services	N/A

Equipment

Required	Possible
Personal computers, events management software and standard office equipment.	N/A
General knowledge of Audio Visual equipment such as Multimedia Projectors, Projection Screens, Microphones, Sound Systems, Laptops and other applicable equipment.	

Working Conditions

Usual	Special
Usual office conditions.	May require some night and weekends, as needed.

Supervision

Received	Given
General supervision from the AV Services Supervisor for effectiveness and efficiency of operations.	Direct supervision to assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
