

The University of Texas at San Antonio

Job Description

Job Title: Audio Visual Services Supervisor

Job Code: 18557

Salary Grade: 60

FLSA Status: Non-exempt

Department/Division: OIT – Learning Technologies

Reports To: Director of Learning Technologies

Summary

- Function: To supervise and provide professional skills in conducting research, coordinate and analyze data to aid administrators in decision making process for classrooms and special event facilities.
- Scope: Responsible for providing leadership in the daily operations of Learning Technologies for classrooms and special events requests involving the application of advanced coordinating, analysis, and scheduling.

Duties

- Typical:
 1. Supervises and reviews work of subordinates including prioritizing and assigning both daily tasks and long term projects
 2. Develops, recommends and implements unit procedures
 3. Conducts analysis and research on problem definition and issue resolution. Prepares reports and statistical information for the department
 4. 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
 5. Coordinates financial transactions, including budget tracking, invoicing, billing records, and payroll. Monitors accounts for events
 6. Ensures sufficient support personnel are trained and available
 7. Acts as a liaison with internal and external customers and agencies to coordinate and facilitate co-sponsored events
 8. Communicates information regarding facility use, program operations, and campus policies, regulations and procedures to customers and the University community
 9. Backup for the Senior Management in Learning Technologies
 10. 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 Management or a related field from an accredited institution.	Master's Degree in Management or a related field.
Experience may be substituted on a year to year basis.	

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

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

Equipment

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

Working Conditions

Required	Special
Normal office working conditions; during operational hours.	Some evening and weekend hours may be required.

Supervision

Received	Given
Overall review for effectiveness and efficiency.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed

Security Sensitive

Specific job requirement 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, adhere to applicable laws, regulations, policies, and procedures set forth by The University of Texas at San Antonio