**P4: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
* Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
* Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.

*🡪 Context of Decisions*

* Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
* Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

*🡪 Job Controls*

* Has the latitude to make decisions on projects that they are accountable for delivering on.
* Free to plan and carry out all phases of work assignments.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

*🡪 Course of Resolution*

* Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

*🡪 Measure of Creativity*

* Problems are not amenable to strict technical resolution, requiring innovative thinking.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.
* Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

**SCOPE AND MEASURABLE EFFECT**

* Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
* Actions typically affect an individual, item, event, or incident, etc.
* Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
* Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.
* Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

**Job Template**

**GENERAL SUMMARY**

Provides domain competency and technical support in Audio Visual systems. Confers with technical leadership in research, evaluation, and identification of technology solutions.

**REPORTING RELATIONSHIPS AND TEAM WORK**

Works under general supervision of a supervisor or manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Supports senior technical personnel with installation of new AV/VTC/LC hardware and reconfiguration of existing hardware.
* Creates support documentation for video conferencing and lecture capture software.
* Provides classroom technology support, both remotely and in person.
* Troubleshoots, identifies, and corrects any AV/VTC/LC equipment malfunctions.
* Writes basic scripts and procedures to assist with managing AV systems.
* Provides technical support and training to end-users.
* Documents modifications made to the hardware, software, or procedures related to AV systems.
* Carries out small- to moderately-sized technical tasks with minimal assistance and writes summaries of technical project work.
* Responds to inquiries from other departments and collaborates with external departments.
* Monitors and responds to hardware and software problems by utilizing a variety of hardware testing tools and techniques.
* Support the confidentiality, integrity, and availability of University information as part of the overall University Information Security Program.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Associates degree
* Four years of related experience

OR

* Bachelor’s degree
* Two years of related experience

OR

* Six years of related experience

AND

* The ability to travel to all University locations.
* The ability to work occasional weekends and outside normal work schedule.

**COMPETENCIES**

**Knowledge of:**

* Audio and video system troubleshooting
* Video conferencing
* Microsoft Office and related software applications
* Reading diagrams, schemata, and technical manuals.
* Troubleshooting cabling utilizing hand tools, testers etc.

**Skill in:**

* Planning and organization
* Troubleshooting
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Provide technical training and guidance
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Prepare clear documentation
* Maintain the confidentiality of information and professional boundaries