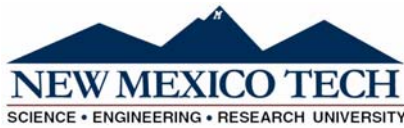


**Posted:** October 22, 2019



## POSITION ANNOUNCEMENT

**TITLE:** SPECIALIST/ INSTRUCTIONAL TECHNICIAN SUPPORT

**DEPT:** ACT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$35,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** October 30, 2019\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB DUTIES:**

Order supplies for classroom and distance educations. Facilitates technology support for faculty and students. Assists in setting up, monitoring and maintaining classroom equipment. Assists with webcasts and special event recordings. Performs general ACT clerical work. Supervises student workers who assist in the above tasks.

### **REQUIRED QUALIFICATIONS:**

Associate's degree required or completion of program of 18+ months after High School. OR 3 year's related experience required. Knowledge and experience with cameras, microphones, and recording equipment required. Experience in using computers required. Budgeting knowledge desired. Programming experience desired.