

Wright State University
CLASSIFIED JOB SPECIFICATION
Classroom Services Coordinator

I. JOB INFORMATION

Job Title: Classroom Services Coordinator (CS 05)

Job Class: 21216 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction provides high-level technical support and coordinates the delivery, set-up and maintenance of a variety of instructional technology equipment used in classrooms and other locations. Coordinates the hiring, training and scheduling of student employees. Schedules video documentations of classroom presentations.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Trains and supervises student staff in a variety of departmental procedures related to the preparation, delivery, set up, operation, maintenance and retrieval of a variety of instructional technology and media equipment.
- Oversees the distribution of counter orders to staff. Reviews orders for accuracy, follows up and clarifies discrepancies. Files associated paperwork.
- Advises clients of departmental policies and provides instruction on the proper use of the equipment.
- Provides delivery of computer equipment and related instructional equipment to classrooms and other locations. Ensures equipment is functioning properly and interfaces correctly with presentation equipment and software, web and network connections.
- Consults with faculty, staff and students regarding classroom and university related media needs. Schedules and coordinates video documentations of classroom presentations.
- Troubleshoots and repairs a variety of computer and media equipment. Analyzes problems to determine the reasons for any equipment failures.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Thorough knowledge of and highly competent in the operation of computers, multi-media presentation systems, and of other

audio/visual presentation equipment. In-depth knowledge of various software applications. Excellent verbal/communication skills. Excellent customer service skills. Previous supervisory experience.

V. WORKING CONDITIONS

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials. There are conditions, equipment and materials, present which require proper handling to ensure safety.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

21210

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.