

Wright State University
CLASSIFIED JOB SPECIFICATION
Media Electronic Specialist

I. JOB INFORMATION

Job Title: Media Electronic Specialist (CS 05)

Job Class: 21215 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under administrative direction provides advanced technical and computer support for classroom equipment.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Delivers, sets-up, operates, maintains, and troubleshoots electronic equipment in classrooms. Provides computer networking support and repairs a variety of computer, audio visual and other technical equipment.
- Provides information concerning the proper selection of computers, multi-media presentation systems, software applications and other audio/visual presentation equipment. Works with both PCs and Macintosh computers.
- Provides emergency technical support to users for non-working software and computer hardware systems, including network interfaces and other audio/visual presentation equipment.
- Repairs, maintains, installs computer systems and software, audio visual components and multi-media presentation systems (i.e. lamps, cables, and other peripherals).
- Removes and reinstalls software applications, performs software installations and product upgrades. Troubleshoots, dismantles, repairs, and makes audio visual equipment operational. Installs equipment in racks and carts.

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.

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.