**Senior Audio Visual Specialist Standard Job Description**

**Classification Title:** Senior Audio Visual Specialist

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Senior Audio Visual Specialist, under general supervision, oversees the delivery of educational and conferencing content. Supervises technical staff. Identifies problems and troubleshoots equipment.

**Essential Duties and Tasks:**

**40% Conferencing Operations**

* Oversees the delivery of educational and conferencing content.
* Coordinates activities of schedulers and technicians to ensure proper setups for conferences.
* Communicates with the primary users of the conference rooms.

**20% Staff Supervision**

* Supervises audio visual staff.
* Develops, documents, and reports current procedures and suggests areas of progress for the group.

**20% Technology Research**

* Identifies and researches new technology and software.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience in audio/video communications, presentation technologies, and system troubleshooting.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of video conferencing systems.
* Knowledge of audio/video equipment and controls, related networks, and computer applications.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* Ability to lift moderately heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**