



ANNOUNCEMENT OF POSITION VACANCY
Instructional Technology Audio Visual (AV) Specialist

SUMMARY: Reporting to the Associate Director of Telecommunications and Instructional Technology, the Instructional Technology AV Specialist is responsible for installing and maintaining classroom AV systems and videoconference technologies, assisting faculty and staff with training and support issues for classes and presentations, and developing a maintenance schedule for classroom AV systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Design, install, configure, and update classroom and meeting room AV systems and equipment. Responsibilities include programming and configuring Crestron control systems, Extron video matrix switches and scalers, and audio digital signal processors. Install projection systems, sound and public address systems and equipment.

Support and maintain Polycom videoconference equipment and room systems.

Provide AV system training and support for faculty and staff, including the creation of tutorials and end user documentation.

Maintain classroom, meeting room, and event AV systems and equipment, including Crestron, Extron and Polycom equipment. Responsibilities include developing procedures and processes to proactively maintain complex classroom AV and control systems, including documenting those procedures and overseeing the completion of this work is performed in a timely manner.

Analyze installed AV equipment and control systems for ease of operation and effectiveness and make recommendations for upgrading or replacing systems and equipment.

Maintain an inventory of smart classroom equipment and prepare replacement schedules and budgets. Assure an adequate supply of emergency replacement equipment is maintained.

Maintain the University's installation of Crestron Fusion for monitoring and managing classroom AV equipment. Train help desk staff on the use of Fusion for providing remote classroom support.

Assist the Associate Director of Telecommunications and Instructional Technology with the design and implementation of new instructional technology in classrooms and learning environments.

Coordinate AV system upgrades and changes with academic department heads, staff and faculty to limit service interruptions and minimize downtime.

Provide oversight and direction to AV contractors and supervise student workers.

REQUIRED EDUCATION & EXPERIENCE: Bachelor's degree from a regionally accredited four-year college or university and one year related experience in AV control system programming with a clear understanding of advanced AV systems and integration practices. Audiovisual control system programming, debugging, troubleshooting, and good communication skills are required. Must have the ability to support faculty and staff in highly-visible and high-pressure situations.

This AV Specialist will be required to work shift hours to provide technical support for distance education courses and programs.

DESIRED QUALIFICATIONS/EXPERIENCE: Experience with Crestron room control systems and experience working in an academic environment preferred. Completion of Crestron's "Essentials of Crestron Programming" training and holding an InfoComm Certified Technical Specialist (CTS) certificate or other similar certification desired. Completion of Creston's "Intermediate Crestron Programming" training course or other advanced training highly desired.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 3, 2016.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Instructional Technology AV Specialist Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.