

AUDIOVISUAL ASSISTANT

NATURE OF WORK

This is semi-skilled and manual work in the operation and distribution of a variety of audiovisual equipment.

Work involves the operation of tape recorders, the arranging and placing of audiovisual equipment in classrooms, and assisting in teaching the use of audiovisual equipment. Work is received in the form of written or verbal instructions and requests from faculty or staff; however, employees of this class exercise some independence on the more routine aspects of their work.

ILLUSTRATIVE EXAMPLES OF WORK

Duplicates tapes for language laboratory and audiovisual centre; edits, splices, and mixes audiotapes; repairs and splices 8mm and 16mm film.

Arranges delivery and placing of equipment in classrooms and ensures equipment is operating properly; takes reservations for equipment.

Assists in instructing faculty, staff, and students in the operation of audiovisual equipment.

Catalogues and stores film, slides, and tapes; issues, receives, and stores equipment.

Cleans and make minor adjustments to a variety of audiovisual equipment.

Assists in registration of students for language laboratory and assigns laboratory booths and time slots for students.

Maintains and types student attendance records and monitors time sheets.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in operating audiovisual equipment; graduation from high school; or any combination of experience and training which provides the following knowledge, abilities, and skills:

Some knowledge of the operation and routine maintenance of a variety of audiovisual equipment.

Some knowledge of the techniques involved in cleaning, repairing, editing, and splicing of films and tapes.

Ability to operate a variety of audiovisual equipment.

Ability to perform routine clerical duties.

Ability to establish and maintain effective working arrangements with faculty, staff, and students.

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1993.01.22

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