

**SENIOR AUDIOVISUAL ASSISTANT****NATURE OF WORK**

This is technical work in the operation and maintenance of a variety of audiovisual equipment, and in the production of teaching aids for the Division of Educational Learning Technology.

Work involves the teaching of the operation and maintenance of a variety of audiovisual equipment such as tape recorders, film and slide projectors, cameras, amplifiers, and other devices for a major division of the University. Work also involves the production of copies of student projects such as slides, film-strips, transparencies, and tapes. Work is received in the form of written or verbal instructions and requests for assistance from faculty, staff, and students, and is reviewed in progress and by observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Operates a variety of audiovisual devices such as tape recorders, film and slide projectors, cameras, amplifiers, video tape recorders, monitors, receivers, microphones, and record players; maintains and performs routine repair on equipment.

Arranges for the purchase of new or replacement equipment, supplies, and materials.

Produces copies of student projects in the form of filmstrip or slide sets.

Obtains films, slides, and other teaching aids by rental, purchase or loan from outside sources.

Produces teaching aids such as slides, films, video tapes, audio tapes, transparencies, charts, signs, posters, and others.

Performs related work as required.

**REQUIREMENTS OF WORK**

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

Knowledge of the operation, maintenance, routine repair and source of supply of a variety of audiovisual devices.

Knowledge of the techniques involved in cleaning, repairing, editing, and splicing films and other photographic products.

Some knowledge of new audiovisual teaching techniques.

Ability to operate and repair a variety of electrical and mechanical devices.

Ability to demonstrate and teach the use of a variety of audiovisual equipment.

Ability to produce classroom demonstrations with little or no prior instruction.

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

**2507**

**1993.01.22**

**Revised: 2004.01.05**