

Audiovisual Services Administrator
St. Thomas University Law Library

Job Responsibilities

A/V:

- Setup, maintains and breakdowns audio/video equipment
- Supervises Media Services students and part-timers
- Communicates and collaborates with student assistants and Administrative staff in support of school and library objectives
- Performs additional related duties as requested
- Comfortable using windows based operating systems and Microsoft Office applications
- Strong attention to details and troubleshooting processes
- Must be familiar with all AV cable and connector types

Public Services/Circulation:

- Assist and instruct patrons in the use of audio visual equipment
- Supervise the inventory control of audiovisual and media equipment and supplies and order department supplies as needed
- Provide occasional relief at the Circulation Desk during heavy media hours

Web:

- Update the web as needed
- Assure that the website is easy to navigate and that it addresses the needs of our visitors
- Assure quality and functionality of web pages
- Debug issues that arise with the performance of the website
- Troubleshoot the site in areas including content, links, registration flows and transaction logs
- Be able to implement search engine optimization strategies
- Review statistics and monitor analytics
- Plan for future changes to the website to stay current with new technology
- Strong customer services skills

Job Qualifications:

- Although the working hours for this position are 9:00AM-5:00PM; it may require in some occasions to work shift schedules (occasionally include evening and/or weekend hours) to accommodate events
- Must be able to understand and operate:

Soundboard mixing, Camera setup and controls, Microphone/speakers and could checks, Production board controls, Technical written & verbal communication skills (technical writing)

- Be able to effectively coordinate AV setup schedules
- Possess strong work ethic, good customer service skills and a strong attention to detail
- Be willing and enthusiastic to learn and adapt to new and cutting edge technologies
- Be able to prioritize time and efforts appropriately in busy work environment

Requirements:

Audio Visual and video Teleconference experience

MLS Degree seeking candidate preferred.

A bachelor's or master's degree in media, website development, computer sciences or related field is required.

This position requires proven database design skills and previous experience in the development and maintenance of a website.

Proven ability to take projects from concept to completion

Project management experience

Proven ability to work effectively in a team environment

High attention to accuracy and detail. Excellent interpersonal and communication skills.

Excellent time management and organizational skills

Knowledge, experience and commitment to working in a culturally diverse environment

Experience in an academic environment preferred