



AV & Technology Assistant

Reports to: Director of Technology

Job Description

Job Summary:

The *AV & Technology Assistant* will be a Christian who provides support to the Technology Department by assisting in troubleshooting various AV system issues. He or she will also be responsible for managing inventories of various AV components as well as any other related duties assigned by the Director of Technology. **This is a part-time position; mornings; 10-15 hours per week.**

Essential Job Functions:

- Troubleshoot sound issues and Amps
- Troubleshoot Apps for teachers on both Macbooks and iPads
- Troubleshooting media equipment in classrooms
- Assist with vendor quotes and processing orders
- Install and update hardware and amp; software
- Move hardware / set-up network cables, hubs, computers and printers
- Manage inventories of various AV components
- Assist in the breakdown and set-up of AV during floor waxing schedule
- Calendar management and troubleshooting
- Project management for AV and technology deployment

Required Qualifications and Experience:

- Evidence a personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ
- Must possess a servant heart and attitude toward support
- Experience troubleshooting AV projectors, Audio components and installation of AV systems is a plus
- Knowledge of Apple Computers, Software and MDM
- Experience with iPads
- Experience with data entry into a database
- Ability to work in a high paced and highly technical environment
- Must be flexible and able to adapt should needs on campus arise requiring immediate attention
- Ability to work well on a team
- Associates or related 2-year degree; or High School Diploma + 2 years of relevant technology support experience

Other Valuable Skills:

- Web Design or Online Form management
- Database registrar experience
- Imaging computers
- Graphic Design
- Band or Social Media management

Physical Requirements:

None up to 1/3 1/3 to 2/3 2/3 and more
 (occasionally) (frequently) (regularly)

Standing for prolonged periods				✓
Sitting for prolonged periods				✓
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls				✓
Climb Stairs / Ladders				✓
Balance				✓
Stoop, kneel, crouch or crawl				✓
Reach, pull, push with hands and arms above head				✓
Reach, pull, push with hands and arms below head				✓
Repetition-using an input device-a keyboard or mouse-in a steady manner				✓
Lifting up to 50 pounds with control				✓
Pushing up to 50 pounds with control				✓
Able to work on a ladder				✓
Close vision with or without corrective lens. <i>(clear vision at 20 inches or less)</i>				✓
Distance Vision with or without corrective lens. <i>(clear vision at 20 feet or more)</i>				✓

Peripheral Vision (<i>ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point</i>)				✓
Depth Perception (vision, ability to judge distances and spatial relationships)				✓
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to smell				✓
Ability to work in wet, humid conditions (non-weather)				✓
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold				✓
Will include exposure to Bodily Fluids (blood, vomit)			✓	
Noise Level-Loud Noise (Noise when raised conversation is needed)				✓

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Consistent attendance is a job requirement.