Audio Visual Services Coordinator

**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for coordinating, managing, and maintaining the Audio Visual Services area to ensure that University faculty and staff has the necessary equipment when needed. The incumbent reports to the Assistant General Manager of The Inn at Ole Miss.

**Examples of Work Performed**
- Compiles and maintains accurate inventory of equipment and supplies.
- Organizes and maintains accurate files regarding the schedule, release, and return of equipment.
- Performs routine maintenance and makes minor repairs to audio visual equipment such as monitors, VCRs, projectors, screens, cassettes, computers, and copying machines to ensure effective equipment operation.
- Orders and receives necessary equipment and supplies and reconciles invoices for operation.
- Schedules the distribution of audio visual equipment to University faculty and staff and serves as liaison with departments requesting use of audio visual equipment.
- Ensures that the necessary equipment is delivered as requested and returned; may include directing and assigning work to student workers.
- Maintains accurate records of fees charged for services; balances books daily and makes daily deposits from funds received.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates the operation of the audio visual services area for the University; includes scheduling services, organizing delivery and return of equipment, keeping inventory, and maintaining equipment.

2. Maintains inventory and schedules for events.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special
consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

- **Vision:** Requires the ability to perceive the nature of objects by the eye.

- **Near Acuity:** Clarity of vision at 20 inches or less.

- **Midrange:** Clarity of vision at distances more than 20 inches and less than 20 feet.

- **Field of Vision:** Ability to observe an area up or down, left or right, while eyes are fixed on a given point.

- **Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships as to see objects where and as they actually are.

- **Accommodation:** Ability to adjust focus.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to walk; and lift or carry. The incumbent is periodically required to stand; talk and hear; and stoop, kneel, crouch or bend. The incumbent is occasionally required to sit; run; climb; crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four year high school or equivalent (GED).

- **Experience:**
  Six (6) months of experience related to the above described duties.

- **Substitution Statement:**
  Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Background Requirements**

This position requires a background check upon hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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