

**Instructional Lab Technician / Media Production
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=242593>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Sep. 6, 2024

Job Title	Instructional Lab Technician / Media Production
Department	Technology Services
Institution	San Diego Community College District San Diego, California
Date Posted	Aug. 1, 2024
Application Deadline	09/06/2024
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Fine Arts - Other
Apply Online Here	https://apptrkr.com/5482075
Apply By Email	
Job Description	

Image not found or type unknown



Instructional Lab Technician / Media Production

San Diego Community College District

Closing Date: 9/6/2024

Position Number: 00120117

Location: San Diego Mesa College

Position Type:

Instructional Lab Technician / Media Production San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242593>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Sep. 6, 2024

Classified

The Position:

Posting Details (Default Section)

Closing Date: 09/06/2024 Open Until Filled No Classification Title Instructional Lab Technician / Media Production Working Title Instructional Lab Technician / Media Production Recruitment Limits Location San Diego Mesa College Pay Information Range 23 (\$5,448.21- \$6,814.00) per month based on the 2024 Classified salary schedule. New employees will begin on Step F (\$5,448.21). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 00120117 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 23 Department Technology Services The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for classified positions. The College is committed to academic excellence and diversity, equity, and inclusion among its faculty, staff, and students. As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and work together to create successful pathways for all of our students.

As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state-of-the-art facilities, and a world-class faculty and staff. For 60 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to the number of students transferred and graduating with an Associate Degree.

We are adding new staff, faculty, and administrators who, alongside our stellar colleagues, will lead us into the future. Candidates who believe that they can demonstrate a commitment to equity and excellence by creating the conditions that matter for our students to succeed are encouraged to apply.

Applications are currently being accepted for Instructional Lab Technician / Media Production at San Diego Mesa College. Hours are (list days and hours). Selected candidate must be willing to adjust work days/hours based on the department's needs.

Instructional Lab Technician / Media Production
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242593>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Sep. 6, 2024

Major Responsibilities:

- Oversee technical multi-media production aspects of a college.
- Work on design, production, and evaluation of programs and use of multimedia software, materials, and equipment to deliver instruction, services, and related training/information activities.
- Work with Computer systems and software.
- Coordinate the design of graphic materials, internet pages, sets, and lighting for video production and direct staff required to complete production.
- Design and implement technical media facilities in conjunction with the use of complete range of multimedia equipment and production of other media materials
- Test, adjust, and maintain all media production equipment.
- Order, receive, catalog, and store supplies, materials, and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark equipment with approved identification
- Apply principles, practices, procedures to equipment of multimedia programs and production.
- Install, align, modify, and repair media equipment; perform preventive maintenance
- Prepare specifications for audiovisual and/or web design equipment and software; review computing and AV outlay requests; coordinate preview service for their purchase selection
- Supervise loan service for classroom instruction; prepare and issue materials and equipment for student and faculty use; maintain records of materials and loaned equipment

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired

Qualifications Desired Qualifications:

- Analyze situations effectively and adopt an effective course of action.
- Assemble, maintain, and repair multimedia hardware and peripheral equipment.
- Assess and evaluate new state of the art media hardware or software for department use.
- Assist students in understanding and applying basic principles of media production.
- Communicate effectively both orally and in writing for production scripting and

Instructional Lab Technician / Media Production San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242593>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Sep. 6, 2024

- communication for all campus/district and public relations.
- Coordinate and organize work assignments related to a media production facility.
 - Demonstrate competence in the field of media production.
 - Design and create media programs or internet pages, compiling information from a wide variety of sources.
 - Develop and meet schedules and time lines in support of all programs.
 - Ensure the care and security of assigned equipment, materials, and supplies.
 - Establish and maintain effective and cooperative working relationships with others.
 - Explain work assignments to students.
 - Issue and receive equipment and supplies.
 - Learn and apply techniques of precise measurement and notation.
 - Maintain records and prepare reports.
 - Make simple arithmetic calculations.
 - Meet schedules and time lines.
 - Plan and organize work.
 - Relate effectively with people from varied cultural and socio-economic backgrounds.
 - Train and provide work direction to others.
 - Understand and follow oral and written directions.
 - Work cooperatively with others.
 - Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to media production and at least two years of successful work experience in the field of media production. Experience in an instructional setting is desirable.

Commitment to Diversity:

- All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United

Instructional Lab Technician / Media Production San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242593>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Sep. 6, 2024

States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services (**NACES**) or Academic Credentials Evaluation Institute, INC. (**ACEI**). A copy of the evaluation must be submitted with your online application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Resume (limit to one page);
3. Letter of Interest (limit to one page); AND,
4. Three references (included within the online application).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be

Instructional Lab Technician / Media Production San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242593>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Sep. 6, 2024

- received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**;
 - Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01686

Major Responsibilities:

Qualifications:

Desired Qualifications: **Desired Qualifications:**

- Analyze situations effectively and adopt an effective course of action.
- Assemble, maintain, and repair multimedia hardware and peripheral equipment.
- Assess and evaluate new state of the art media hardware or software for department use.
- Assist students in understanding and applying basic principles of media production.
- Communicate effectively both orally and in writing for production scripting and communication for all campus/district and public relations.
- Coordinate and organize work assignments related to a media production facility.
- Demonstrate competence in the field of media production.
- Design and create media programs or internet pages, compiling information from a wide variety of sources.
- Develop and meet schedules and time lines in support of all programs.
- Ensure the care and security of assigned equipment, materials, and supplies.
- Establish and maintain effective and cooperative working relationships with others.
- Explain work assignments to students.
- Issue and receive equipment and supplies.

Instructional Lab Technician / Media Production San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242593>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Sep. 6, 2024

- Learn and apply techniques of precise measurement and notation.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Plan and organize work.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to media production and at least two years of successful work experience in the field of media production. Experience in an instructional setting is desirable.

Commitment to Diversity:

- All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Licenses:

Pay Information:

Range 23 (\$5,448.21- \$6,814.00) per month based on the 2024 Classified salary schedule. New employees will begin on Step F (\$5,448.21). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will



Instructional Lab Technician / Media Production San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242593>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Sep. 6, 2024

apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

jeid-f88ed69c90e22b40bdf083cd4fc301e6

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Technology Services
San Diego Community College District

,