Coordinator, Television Studio Lab
Austin Community College

Job Title	Coordinator, Television Studio Lab
Department	Television Studio Lab
Institution	Austin Community College
	Austin, Texas
Date Posted	Oct. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5721672
Apply By Email	
Job Description	

Coordinator, Television Studio Lab

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account.

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Coordinator, Television Studio Lab

Job Description Summary:
To coordinate the daily operation of the television studio equipment and assist instructors in equipment operation during classes.

Job Description:

Description of Duties and Tasks

1) Assists instructors in equipment operation for class instruction; assists students and staff with any technical difficulties.
2) Maintains, repairs, and calibrates equipment; conducts routine checks to ensure proper working condition; orders parts, tools, and supplies; keeps maintenance service records.
3) Maintains inventory of studio equipment; handles check-out of portable video equipment to students for classroom or field projects; maintains record of use and inspects condition upon return.
4) Installs equipment and performs necessary wiring for new equipment; performs system upgrades to

equipment as necessary.
5) Researches and keeps current on the latest technology and new television products; makes recommendations for new equipment purchases with regard to technical specifications.

Knowledge

* Trends, developments, and current technology in TV studio equipment.
* Broadcast engineering.
* Operating and maintaining a television studio.
* Tools, materials, and techniques used in television studio equipment repair.

Skills

* Prepare and/or process purchase orders.
* Maintaining an established work schedule.
* Effectively using interpersonal and communications skills.
* Effectively using organizational and planning skills.
* Repairing and maintaining television studio equipment.
* Maintaining confidentiality of work-related information and materials.
* Establishing and maintaining effective working relationships.

Technology Skills

* Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

* Two years related work experience.

Required Education

* High School diploma or educational equivalent.

Other Preferred Qualifications

* FCC License.

Physical Requirements

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* Work is performed in a standard office or similar environment.
* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
* Occasional lifting of objects up to 10 pounds.

Salary Range

$51,822 - $64,777

Number of Openings:
1

Job Posting Close Date:
October 25, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Coordinator--Television-Studio-Lab_R-6779

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Contact Information

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

Contact

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