

Multimedia Services AV Tech II (Part-Time/Temporary) -
Pool Position*
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=252018>

Downloaded On: Jan. 24, 2025 9:49am

Posted Jan. 23, 2025, set to expire May 24, 2025

Job Title Multimedia Services AV Tech II (Part-Time/Temporary) -
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Department All Jobs

Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 23, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Apply By Email

Job Description

Posting Details

Position Information

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Requisition Number SCL00332

General Description

The **Multimedia Services AV Tech II** is a part-time/temporary pool position. Duties include set-up, distribution and troubleshooting of multimedia equipment for classrooms and auditorium events. This position is also responsible for videotape documentation, basic theatrical lighting and audio operation, video-conferencing support, minor electronic hardware troubleshooting, and basic operation orientation for users of Multimedia Services equipment.

Applications for this position will be selected on a seasonal basis and based on the staffing needs of the department. All qualified applications will remain active through November 2023. If you are selected for an interview with one of the hiring managers, you will be contacted at that time. If at any point you decide that you no longer wish to be considered, please contact the HR department at jobs@ccp.edu to have your application withdrawn.

This is a part-time position not to exceed 25 hours per week. Scheduled hours are 7:30 am to 4:00 pm (including some nights and weekends) will be based upon the needs of the College.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

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Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Prepare, distribute and perform basic diagnostic and maintenance of AV equipment.
- Process requests for equipment and services, including set up and breakdown of equipment.
- Provide basic technical support for audio, video, and video conference events.
- Perform minor electronic hardware maintenance and troubleshooting.
- Perform simple operational tasks using the light controller and sound system in the Auditorium and other presentation venues.
- Provide support to audio and video specialists; including, but not limited to, video camera operation, digitizing video files and single microphone set-up.
- Respond to emergency and routine incoming calls to the service counter, as appropriate.
- Deliver quality customer services to both internal and external constituents in a professional, helpful and courteous manner.
- Travel to regional campuses, as needed, to provide technical assistance.
- Work extended hours on evenings or weekends, as needed.
- Transfer digital media from one format to another.

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- Adhere to all College policies, including those related to copyrighting.
- Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Perform other duties as assigned.

Minimum Qualifications

- High School diploma, or GED, required.
- At least two (2) years of relevant work experience in the operation of multimedia equipment, including LCD Projectors, laptop computers, document cameras, consumer video equipment, audio presentation equipment, theatrical audio and lighting equipment, and computer equipment (PC's and laptops) is required.
- Demonstrated technical proficiency to launch and access inventory and scheduling software information using a personal computer or laptop required.
- Demonstrated technical proficiency to launch, locate and recognize user file structures for MS Office products required.
- Ability to work well as a member of a team in resolving problems and issues.
- Ability to demonstrate effective problem solving and judgment is required.
- Ability to work well independently with limited supervision is required.
- Ability to transfer digital media from one format to another.
- Ability to negotiate issues and bring problems to resolution required.
- Strong interpersonal, verbal and written communication skills required.
- Valid Driver's license and access to reliable transportation is required.

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- Ability to climb and walk within confined spaces.
- Ability to lift up to fifty (50) pounds.
- Ability to work extended hours on evenings and Saturdays, as needed, is required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment inclusive of students, faculty and staff of varying social economic, cultural, ideological and ethnic backgrounds required.

Preferred Qualifications

- Associate's or Bachelor's degree preferred. Any and all degrees must be from a recognized institutional accreditor.

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

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Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle of Higher Education
 - Indeed.com



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- InsideHigherEd.com
- Community College of Philadelphia Website
- HBCU Career Center
- Higher Education Recruitment Consortium (HERC)
- AI Dia DIVERSECity Career Fair
- Neighborhood Job Fair & Resource Village (Temple University)
- Other

2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
- High School Diploma / GED
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
 - Doctorate Degree
 - Other
4. * Do you have a valid driver's license and access to reliable transportation?
- Yes
 - No
5. * Do you have at least two (2) years of relevant work experience in the operation of multimedia equipment, including LCD Projectors, laptop computers, document cameras, consumer video equipment, audio presentation equipment, theatrical audio and lighting equipment, and computer equipment (PC's and laptops) is required.
- Yes
 - No
6. * Do you have the ability to climb and walk within confined spaces?
- Yes
 - No
7. * Are you able to lift up to fifty (50) pounds?
- Yes
 - No
8. * Do have the ability to work extended hours on evenings and Saturdays, as needed?
- Yes
 - No

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Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia