

**INDIANA UNIVERSITY SOUTHEAST
CLASS SPECIFICATION**

JOB TITLE: Electronic Specialist

DATE: 04/02

JOB PURPOSE: Under moderate to limited supervision, performs a variety of advanced technical and administrative tasks relating to the maintenance, repair, and installation of electronic equipment and campus video network distribution systems.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Inspects and monitors audio-visual equipment after use; performs any needed maintenance; makes necessary repairs.
2. Fabricates new equipment and devices related to audiovisual, electronic, and video needs for several departments.
3. Advises Equipment processors with set-ups; ensures that electronic equipment is working properly.
4. Answers inquiries from users regarding set-up of equipment or technical problems in running equipment.
5. Trains staff, students, and faculty in use of electronic, audiovisual and distribution equipment.
6. Assists in television production; directs and edits video programming; performs a variety of post-production related tasks..
7. Serves as resource person on technical problems for other audio-visual staff and campus personnel.
8. Researches information relating to possible equipment purchases.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

(Page 1 of 2)

JOB TITLE: Electronic Specialist

DATE: 04/02

MINIMUM REQUIREMENTS

Education: Requires knowledge of standard procedures in a technical field involving extended training. Thorough working knowledge of the practices and procedures in a specialized field (electronics) typically acquired through completion of a specialty program of over 18 months and up to 3 years beyond high school.

Experience: 3 years experience in repair and set-up of electronic equipment.

Knowledge, Skills, Abilities and Worker Characteristics:

General or First Class radio-telephone license from FCC.

Detailed knowledge of computers and computer programming.

Knowledge of television production techniques and equipment.

Strong problem-solving skills.

Strong organizational skills.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

(Page 2 of 2)

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of

the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.