



VERMONT STATE COLLEGES

Job Classification Description

**VIT Managing Technician
Non-Bargaining Unit**

**Grade 10
Exempt**

BASIC FUNCTION

To perform a full range of technical and interpersonal operations supporting videoconferences and distance learning programs over the Vermont Interactive Television (VIT) system. To supervise region's part-time technicians, scheduling them for events as necessary. To manage the operations of VIT regional studios and to maintain a good working relationship with host sites.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Operate VIT studio equipment during videoconferences. Spend a minimum of 60% of work week, on the control board, serving as technical support for VIT events.
- Set up for, and clean up after VIT events, including microphones, monitor and furniture arrangement.
- Serve as a VIT representative and help participants and presenters feel comfortable with the VIT system.
- Work with the technicians at the other sites to make sure the event runs smoothly.
- Troubleshoot and correct system or equipment problems and malfunctions and install new equipment, seeking assistance from VIT's Director of Technical Operations as needed.
- Recruit, hire, train and evaluate part-time technicians at sites. Review and approve part-time staff timesheets.
- Maintain site(s) equipment inventory.
- Order office supplies for VIT site(s) and manage petty cash.
- Develop staffing schedules, assigning part-time technicians, for each event in accordance with VIT's master schedule.
- Participate in client demonstrations and presenter orientations.
- Establish and maintain a productive working relationship with the host institution.
- Attend full-time staff meetings and contribute to VIT policies and operational issues.
- Perform a variety of additional functions as assigned by the supervisor.

SUPERVISION RECEIVED

Supervision received from the VIT Executive Director.

MINIMUM QUALIFICATIONS

Associates degree in electronics, information technology, communications, plus two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Basic technical knowledge and skills relevant to television studio and video production desirable.
- Computer familiarity desirable.
- Good interpersonal skills and reliability required.
- Familiarity with local area and needs relevant to VIT.
- Ability to work cooperatively and deal effectively with VIT staff, clients and the general public.
- Solid organizational skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification