



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Audio Visual Specialist

Job Code: 005

Overtime Pay: Eligible

Primary Responsibility

This is work preparing, evaluating, or maintaining audio visual material.

Typical Tasks

Creates and prepares audio visual aids.

Evaluates and critiques new audio visual material.

Recommends new audio visual material for classroom use or public information programs.

Maintains film library.

Advises faculty in the correct use of film, slides, video tape, and video discs.

Demonstrates the operation of audio visual equipment.

Develops new techniques, systems, and procedures to enhance classroom instruction through audio visual material.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Audio Visual Equipment Operator
Job Code: 004

Overtime Pay: Eligible

Primary Responsibility

This is work operating and coordinating the use of audio visual equipment.

Typical Tasks

Delivers and sets up AV equipment.
Coordinates the distribution of AV equipment.
Inspects and maintains AV material and equipment.
Maintains AV equipment inventory.
May perform light repair of AV equipment.

Minimum Qualifications

A high school diploma and one year of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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University Support Personnel System Class Specifications

TITLE: Audio Visual Operator

CLASS CODE: 208

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Operates, maintains, and/or distributes audio visual equipment.

TYPICAL TASKS

Receives and arranges audio-visual materials for use as instructional and learning resource tools.

Distributes AV materials and equipment.

Performs routine maintenance on AV materials and equipment.

Instructs in the operation and maintenance of AV equipment.

Assists users with the selection and set up of AV equipment.

Maintains records and logs.

MINIMUM QUALIFICATIONS

A high school diploma