

MEDIA SPECIALIST II
(Classroom and Event Technology Associate)
*****WAGE/HOURLY*****
****RE-ANNOUNCEMENT****

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for several Media Specialist II, Pay Band 3 positions. These positions will have college wide responsibilities and may have work assignments on any of the college's campuses located Downtown, on Parham Road, and Goochland.

TYPE OF APPOINTMENT:	Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.
DUTIES:	The Classroom and Event Technology Associate will provide special event technical support assistance to clients in the use of multi-media technical resources. This position will also be responsible for the troubleshooting, maintenance, and inventory of related technology equipment; providing classroom technical support; and responding to trouble tickets, escalating those to the campus Technologist as appropriate. This position will also be called upon to assist with special projects and other duties as needed.
QUALIFICATIONS REQUIRED:	Working knowledge of and skill in utilizing Audio Visual technology, Microsoft Windows operating system, Microsoft Office 365, and hardware/software troubleshooting. Demonstrated ability to guide and assist clients in a positive learning environment. Demonstrated ability to manage multiple priorities and work independently in a fast-paced environment. Ability to assist users with general questions about related hardware/software and classroom technology. Ability to communicate effectively, orally and writing, and provide exceptional customer service to internal and external clients. Physical demands of the position include the ability to stand, walk, sit, stoop, and kneel; must have the ability to reach with hands and arms; climb a 10-foot ladder, lift/move at least 40 pounds. Valid driver's license is required. The selected candidate must successfully pass the college's pre-employment screening.
QUALIFICATIONS PREFERRED:	High school diploma or equivalent with additional training/education/certifications in audio visual and other technology. Current or recent working experience with audio visual equipment and serving clients in an event/classroom setting.
STARTING SALARY:	Approximate maximum hiring rate is \$13.00 per hour based on the related experience of the applicant.
APPLICATION DEADLINE:	Applications will be accepted through September 8, 2017.
APPLICATION PROCESS:	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: eduncan@reynolds.edu