



UNIVERSITY OF DALLAS

Audio Visual Assistant
Academic & Instructional Technology

Job Number: 3909UD
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WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Audio Visual Assistant who will be responsible for delivery, set-up, and operation of audio-visual equipment, including projectors, video monitors, sound speakers and related equipment for classes, presentations, meetings and other campus events. This individual will have the opportunity to troubleshoot problem areas and provide user support and assistance when required.

PRIMARY RESPONSIBILITIES

- Delivers and sets-up audio-visual equipment, ensuring adherence with standard operating procedures and requirements identified by supervisor.
- Operates and troubleshoots audio-visual equipment to ensure success of campus events.
- Responds to and resolves user support requests during on-campus events.
- Assists supervisor in performing configuration, modification, calibration, repair, and upgrade of audio-visual components and systems to maintain and/or enhance functionality.
- Assists in maintaining the University's audio-visual and video equipment inventory.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

MINIMUM REQUIREMENTS

- One to two years in a role with audio-visual technology installation, repair, and operation responsibilities.

ADDITIONAL INFORMATION

- May require irregular work hours, including nights and/or weekends.



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BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.