



UNIVERSITY OF DALLAS

Audio-Visual Technology Specialist
Academic & Instructional Technology

Job Number: 6013UD
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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 Technology Specialist who Schedules, delivers, and sets-up audio-visual equipment, including projectors, video monitors, sound speakers and related equipment for classes, presentations, meetings and other campus events. Installs, configures, repairs and upgrades audio-visual components to ensure effective maintenance and optimal performance. Troubleshoot problem areas and provides user support and assistance when required.

PRIMARY RESPONSIBILITIES

- Communicate with faculty, staff and event managers to identify audio-visual technology needs and requirements.
- Deliver and set-up audio-visual equipment, ensuring adherence with identified requirements.
- Operate and troubleshoot audio-visual equipment to ensure success of campus events.
- Respond to and resolve user support requests during on-campus events.
- Identify audio-visual technology needs across departments, ensure equipment availability and plan deployment of new hardware and software.
- Perform configuration, modification, calibration, repair, and upgrade of audio-visual components and systems to maintain and/or enhance functionality.
- Conduct training on the use of audio-visual equipment, and drafts and posts operational instructions on equipment as required.
- Develop standard operating procedures and processes for the delivery and maintenance of audio-visual technology.
- Maintain the University's audio-visual equipment inventory.
- Research and evaluate new audio-visual products and technologies that can benefit the University and make recommendations for purchase and facility utilization.



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MINIMUM REQUIREMENTS

- Two to three years in a role with audio-visual technology installation, repair, and management responsibilities.

ADDITIONAL INFORMATION

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

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/>

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