

MEDIA SPECIALIST II
(Classroom and Events Technology Associate)
*****WAGE/HOURLY*****

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 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 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 Events 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 starting hourly rate, \$13.00 per hour, based on related experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through October 12, 2018.
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: employment@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.