

**Sul Ross State University
Position Description**

Official Title: Teleconferencing Coordinator Job Code: 5806

Salary Group: RC Exempt 13

Summary

This position is responsible for coordinating the installation of all media and computer systems at Sul Ross State University rooms that utilize any form of teleconferencing equipment or processes including design and construction planning for all electrical, data, conduit and lighting in both new construction and classroom renovations.

Duties

Examples of Duties

Design, engineer and standardize classrooms media systems.

Work with architects, vendors, contractors and other offices & entities.

Participate in all phases of classroom construction process.

Oversee testing of new systems installations.

Design and reengineer media cabinets and lecterns.

Recommend equipment for the teleconferencing spaces.

Research equipment and new technologies for upgrades of classroom computers and equipment.

Coordinate services and resources.

Research products, processes and technologies which advance integration of classroom instruction.

Provide schematics of layouts.

Document upgrades, wiring diagrams, and new cabling and installation procedures.

Manage and troubleshoot systems and equipment and provide support.

Provide timely communications.

Train staff on installation techniques and modification requirements.

Develop training materials and conduct training for end users.

Develop on-line and other resources, access, techniques and materials.

Participate in team-based projects.

Perform other duties as assigned.

Supervision

Received: Director of Technical Services

Given:

Education

Required: To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the knowledge, skills, and abilities.

Preferred:

Experience and Skills

Required: Knowledge of: Construction standards, processes, codes, laws, and regulations; institutional policies, procedures, practices, infrastructure; teleconferencing solutions.

Ability to: Understand complex written job instructions, blueprints and schematics; read and compare and verify columns of numbers; ability to explain technical materials, policies and procedures; read and interpret technical manuals, interpret and apply complex technical documents; perform intermediate; calculate voltage and resistance; prioritize workload; negotiate.

Skill in: prepare clear and concise sentences, letters, memos, and reports; working as a team member; interacting with difficult people and establishing rapport with clients; problem solving and decision making; analytical skills; communication and presentation skills.

Working Conditions

Usual: Office

Special: Will be required to work some weekends and evenings.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: October, 2019

