POSITION: Electronic Media Technician. Classified, pay grade 13, full-time, benefits eligible position.

QUALIFICATIONS:
- Associates degree or formal vocational training program (equivalent combination of education and additional experience beyond the minimums listed below may be considered)
- 2 years’ experience in setup and maintenance of electronic media equipment
- 2 years’ experience in record keeping and asset inventory
- 2 years’ experience in computer software/hardware and troubleshooting

DUTIES/RESPONSIBILITIES:
This position performs a broad variety of tasks related to media setup, operation and events. The position is part of a functionally cross-trained Operations team and assists with priority projects as needed. Duties include, but are not limited to, the below list:
- Work with Supervisor and Operations Department to ensure media services coverage at campus events. Maintain, repair, install and operate complex audio/video and multimedia equipment across all campuses. Perform and supervise the preventive maintenance and troubleshooting of media equipment.
- Provide support services for campus meetings / special events. Provides guidance to student workers in the use of media equipment. Daily placement of all Mondo Pads in classrooms and labs (SC Campus).
- Assign help desk request/work orders to Information Technology, Facilities and Banner System. Run cable for distance delivery and set-up.
- Clean, secure, inventory all computer labs and computer carts in South Charleston and Montgomery.
- Serves as a backup in the operation of the college mailroom daily, including shipping and receiving freight, packages and mail.
- Responsible for the placement of tables and chairs for events, meetings, and classroom arrangement. Assists campus service worker.
- Pick up and deliver items for the school as directed.
- Other duties as assigned

OTHER:
This position is based in South Charleston and will require travel to both campuses and otherwise. A valid driver’s license is required. The position may require flexible hours during peak periods.

TO APPLY:
Send a letter describing how your qualifications meet our requirements, resume, transcripts, and contact information for three professional references to:
Human Resources
BridgeValley Community & Technical College
2001 Union Carbide Drive
South Charleston, WV 25303

Electronic application materials in the form of doc, docx, rtf, or pdf are preferred and may be sent to HR@BridgeValley.edu

Employment is subject to satisfactory results on background check. Copies of transcripts may be sent but originals must be available prior to hire.

BridgeValley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex, national origin, age, disability, or veteran status in its employment, programs, activities.

Please contact the Human Resources office at HR@BridgeValley.edu or 304-205-6606 if you have questions or if you need assistance or reasonable accommodation in the hiring process.