

South Texas College

Job Announcement 2020-5034

Title: Educational Technologies Clerk (Part-time Temporary)

Department: Educational Technologies

Reports to: Director of Educational Technologies

Pay Grade: Part-time

Salary Range: Minimum \$9.00/Hour

Campus: Technology

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Educational Technologies Clerk works closely with Educational Technologies staff to support the operations of the Educational Technologies department.

Specific Duties and Responsibilities

Essential Functions:

1. Performs clerical duties including answering telephone calls, scheduling appointments, typing and word processing, and scheduling equipment deliveries.
2. Interacts and provides excellent customer service to the public in a positive manner.
3. Participates in departmental training, workshops, and meetings as required.
4. Assists with inventory activities including verification of physical inventory for instructional and audio-visual (AV) equipment managed by the Educational Technologies department.
5. Assists with troubleshooting of classroom technology and AV equipment.
6. Supports periodic maintenance and testing of classroom technology equipment.
7. Schedules check out and set up of AV equipment.
8. Assists faculty, staff, and students with operation and use of instructional and AV equipment.
9. Contacts faculty and staff to ensure delivery of high quality services.
10. Supports live events on campus.
11. Supports recording and/or streaming of events and meetings upon request.
12. Performs other duties as assigned.

Required Education and Experience

1. High school diploma or GED required; College Certificate or 30 college hours, preferred.
2. At least two (2) years of recent media or related work experience in a similar work environment, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, customer service, and interpersonal communication skills.

2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Excellent organizational skills.
4. Familiarity with the operation and maintenance of audiovisual equipment.
5. Ability to work independently as well as a team player within department and with others.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural student population.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
9. Ability to write routine reports and correspondence.
10. Ability to speak effectively before groups of students or employees of organization.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving several concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.

Physical Requirements

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Bending the body downward and forward by bending leg and spine.
6. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
7. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
8. Applying pressure to an object with the fingers and palm.
9. Picking, holding, or otherwise working, primarily with the whole hand.
10. Perceiving the nature of sounds at normal speaking levels with or without correction.
11. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
12. Bending legs at knee to come to a rest on knee or knees.
13. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

14. Ability to make rational decisions through sound logic and deductive processes.
15. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
16. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
17. Extending hand(s) and arm(s) in any direction.
18. Substantial movements (motions) of the wrist, hands, and/or fingers.
19. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
20. Standing particularly for sustained periods of time.
21. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
22. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
23. Shouting in order to be heard above ambient noise level.
24. Have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading, including color, depth perception, and field vision.
25. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
26. Have visual acuity to operate motor vehicles and/or heavy equipment.
27. Have close visual acuity to perform an activity such as visual inspection involving small defects, small parts, operation of machines, using measurement devices, and/or assembly or fabrication parts at distances close to the eyes.
28. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.