

<b>Job Title</b>	Equipment Lab Coordinator
<b>PVN ID</b>	BM-1708-002020
<b>Category</b>	Information Technology
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Media Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$32,000.00 - \$35,989.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 18, 2018 (Or Until Filled)

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## General Description

The Media Center provides media equipment for sign-out to students, faculty, and staff. This detail-oriented position is responsible for maintaining inventory through a check-in/out process utilizing the department database system. The equipment lab coordinator must be able to monitor and track equipment on a daily basis by type and user, and, generate reports as needed. The equipment lab coordinator, under the direction of the Media Center manager, is responsible for planning and coordinating the operations of all loaner equipment used by students, faculty, and staff. This individual also schedules and distributes instructional equipment (e.g. video cameras, digital recorders, lights, microphones, etc.).

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## Other Duties

- Check equipment in/out to students, faculty and staff, following the guidelines outlined by the department.
- Maintain a database-driven equipment sign out/in system.
- Assist with the equipment inventory process. Maintain required records, including documentation of established equipment databases.
- Prepare a month-end accruals report of the equipment distribution.
- Inspect equipment on a regular basis to ensure the equipment is operational and functional.
- Coordinate training sessions for new equipment with the operators as needed.
- Coordinate repairs and maintenance with the department video engineer.
- Make minor repairs to video and other related media equipment.
- Assist in setting up a variety of equipment for special events.
- Assist the Media Producer with related media lab support functions and equipment needs.
- Perform other related duties as assigned.

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## Qualifications

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## Core Competencies

- Ability to utilize computer technology to access data, maintain records, and generate reports.
- Basic knowledge of advanced technology and computer programs.
- Ability to communicate effectively, both verbally and in writing, with students, faculty, and staff from diverse backgrounds providing courteous customer service.

## Qualifications

- An Associate's degree **and** one (1) year of related experience or certificate program completion **and** three (3) years of experience in a related field providing basic knowledge of audio/visual equipment, especially as it pertains to audio and video field production, and PC equipment operation, **OR**
- A Bachelor's degree in a related field **and** two (2) years of experience in a related field providing basic knowledge of audio/visual equipment, especially as it pertains to audio and video field production, and PC equipment operation.