Language Learning Technology

Title: Audio - Visual Technician

Location: Schmitt Hall, Room 138

Job Type: Either Student Assistant or Federal Work Study

Days Needed: Flexible

Job Description:

Language Learning Technology (LLT) is located in Conrad Schmitt Hall and boasts some of the most technologically-advanced instructional and meeting spaces on campus including 5 computer labs.

LLT helps students learn and master languages and linguistics. LLT helps faculty teach and conduct research. We offer the best teaching and learning environments on campus and beyond.

Primary Responsibilities:

Under the supervision of the Director of Language Learning Technology and Language Lab Supervisor, the LLT A-V Technician will:

• Operate audiovisual equipment in Schmitt Hall for scheduled classes and/or events; and/or assist faculty and students in the use of said equipment.
• Perform routine maintenance including equipment checks and filter cleaning. Must be able to lift 50 pounds and be comfortable on a ladder working at 6’ heights.
• Able to read technical documents and troubleshoot equipment.
• Set up the Multi-purpose Room for various internal and external events that may include different room layouts and furniture; video-conferencing; simultaneous interpreting; and/or event video capture.
• Keep logs of equipment use and service.
• Write end-user or technical documentation as appropriate or able to communicate these details to a fellow team member functioning as a documentation specialist.

Qualifications:

The ideal candidate has extensive experience with audio-visual systems including video conferencing.

He or she should have a background in foreign language learning and instruction, interpretation and/or translation (literary, business, medical, etc.), computer-assisted instruction, and have proficiency in at least one foreign language (preferably those taught at Montclair State University) in addition to excellent communicative skills in English.

Must have working knowledge of audio-visual technology. Willing to follow and enforce policies and procedures. Team player. Able to work independently or as part of a team which may include other units on campus or external entities (facility users and/or audio-video integrators).

Application Instructions:

Apply via email only, please to hellerm@mail.montclair.edu Or attend the part-time, on campus job fair on Thursday, September 8th, Student Center Ballrooms, 12 noon - 3:00 p.m. to apply in-person. Include résumé and detailed descriptions of relevant AV experiences. This assignment has the possibility of extension based on departmental need and incumbent performance following a 6-week review.