



THE UNIVERSITY of
MISSISSIPPI

JOB DESCRIPTION

Distance Learning Technician

Definition of Class

This position troubleshoots and performs maintenance on distance learning and audio-visual equipment. The incumbent provides technical support to faculty, staff, and students using instructional technology.

Examples of Work Performed

Troubleshoots, maintains, and repairs distance learning and related equipment.

Oversees the operation of classroom video equipment.

Directs the technical operation of video conferencing systems.

Monitors distance learning systems and makes adjustments as necessary to optimize performance.

Diagnoses and reports hardware problems and failures in distance learning classrooms.

Operates distance-learning equipment to ensure connectivity to remote sites.

Provides user support to meet faculty, staff, and student computing and audio/visual needs.

Answers questions and solves general computing problems.

Assists students with gaining access to library resources.

Supervises student workers in a distance learning and/or a computer lab environment.

Sets up and maintains instructional technology in enhanced presentation rooms.

Performs similar or related duties as assigned or required.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Troubleshoots, maintains, and repairs distance learning and audio-visual equipment.
2. Monitors distance learning systems to ensure design standards are met.
3. Assists faculty and staff by facilitating distance learning classes and videoconference meetings.
4. Provides user support to meet faculty, staff, and student computing and audio/visual needs.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to stand; walk; sit; and stoop, kneel, crouch or bend. The incumbent is occasionally required to climb or balance; taste or smell; and run.

Experience/Educational Requirements:**Education:**

Associate's Degree from an accredited two-year college or university.

AND

Experience:

One (1) year of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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