

**AUDIOVISUAL SERVICES COORDINATOR
TITLE DEFINITION**

I. DEFINITION

AUDIOVISUAL SERVICES COORDINATOR

Positions in this title, for a majority of the time, recommend and assist in the development of policies and procedures for the work unit. Interpret and implement existing policies and procedures. Assist in the development and administration of the budget. Consult with faculty and staff regarding audiovisual equipment, services and facilities. Deliver instructional presentations and in-services on audiovisual equipment for the handicapped to faculty, staff and students. Instruct visually impaired and dyslexic students in the use of the Kurzweil personal reader and other audiovisual equipment for the handicapped. Research the latest audiovisual techniques and technologies. Monitor and evaluate the usage of microcomputer software, hardware and LAN to ensure all programs are updated and licensed. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.