

# Classroom Technician

## PURPOSE

Classroom Technicians ensure the continued functionality of Whitman's Smart Classrooms by performing regular inspections and maintenance.

## DUTIES

1. Perform weekly, fifteen-minute checks of assigned Smart Classrooms
2. Verify functionality of all equipment
3. Check inventory as assigned
4. Make sure instructions are posted
5. Provide the IMS Manager with a written summary of weekly checks
6. Write and post instructions for the use of each assigned classroom
7. Replace old equipment as assigned
8. Lock and secure equipment as assigned
9. Tidy cables inside and outside equipment cabinets
10. Other duties as assigned

## REQUIRED SKILLS/ABILITIES

1. Troubleshooting of audio/visual equipment
2. Ability to keep clear and thorough records
3. Ability to work with limited supervision

*Special note: Classroom Technicians do not have specific shifts. Classroom checks and maintenance may be done any time the classroom is available. Classroom schedules will be provided.*

**Starting wage: \$10.00/hour**