



Job Description

Job Title: Media Distribution Assistant

JTC: N20

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for scheduling and distributing instructional equipment (e.g. TV's, DVD's, laptops, etc.) and non-print materials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about equipment repairs. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.

Able to maintain files of requests and distribution of audiovisual equipment and materials.

Work collaboratively with faculty, staff and coworkers on projects and tasks. Able to give presentations about how to use equipment.

Able to set up equipment.

Ability to communicate and deal effectively and courteously with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma or GED is required plus one year of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedules the use of media equipment and non-print materials at the request of faculty and staff. Participate in inter-library loan process. Delivers and provides set up of media equipment and related non-print materials. Monitors return of equipment/software and follows-up on a regular basis.



Assists with inventory process. Maintains required records, including the maintenance of established department databases as assigned. Cleans and repairs non-print media for return to inventory or outside vendor.

Assists faculty and staff in searching for videos using the online library catalog. Assist in the coordination of student workers' daily activities. Provides information and at times give demonstrations on proper equipment operation as required. Conduct cross training on library circulation desk and help students on the computer.

Makes minor repairs to equipment and recommends major repairs as necessary. Responsible for audio duplication of telecourses or any other media as requested. Assist in setting up a variety of equipment used to record special events.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.