

RANGE N01

**JTC NO. N20
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Media Distribution Assistant

DATE PREPARED: June 1985

DATE REVISED: Summer 1991; Fall 2002; Fall 2006; Spring 2009; Summer 2012; Summer 2013; Fall 2016

GENERAL SUMMARY:

Schedules and distributes instructional equipment (e.g. TV's, DVD's, laptops, etc.) and non-print materials.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Schedules the use of media equipment and non-print materials at the request of faculty and staff.
- 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.
- Cleans and repairs non-print media for return to inventory or outside vendor.
- Provides information and at times give demonstrations on proper equipment operation as required.
- Makes minor repairs to equipment and recommends major repairs as necessary.
- Assists with inventory process. Maintains required records, including the maintenance of established department databases as assigned.
- May assist in setting up a variety of equipment used to record special events.
- May participate in inter-library loan process.
- May assists faculty and staff in searching for videos using the online library catalog.
- May be responsible for audio duplication of telecourses or any other media as requested.
- May assist in the coordination of student workers' daily activities.
- Performs other duties as assigned.

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REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIREMENTS:

The ability to lift and carry moderately heavy equipment and materials weighing up to 75 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school or equivalent plus one year of experience in related field to provide basic knowledge of audio/visual, PC equipment operation. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Basic knowledge of advanced technology and computer programs. Ability to communicate and deal effectively and courteously with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

jam/N05/8/95
ccp/09-02/revised
ccp: 09/06-revised; rje
revised: 04/2009-ccp
revised: 08/2012 – emm
revised: 09/2013 – emm
revised: 12/2016 - emm
ADA/tmm 09.18.18