

## POSITION ANNOUNCEMENT

### **Media Center Technician II**

Full-Time, Non-Exempt

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the full-time position of Media Center Technician II. KCAI offers an exceptional benefits, vacation, and holiday package for full-time staff including a 5% retirement match for eligible participants.

### **NARRATIVE GENERAL DESCRIPTION**

The Media Center Technician shall be responsible to the Senior Director of Creative Technology for routine operations of the Media Center and related equipment and services to include clerical assistance. The Media Center technician will also support the Print Center when needed.

### **ESSENTIAL FUNCTIONAL RESPONSIBILITIES**

- Provide clerical assistance to the Director of Media Center to include but not limited to departmental records and equipment check out system.
- Assist in providing technical demonstrations to users of audio-visual equipment and other related Media Center equipment and facilities.
- Assist in coordination of facility and equipment reservation system.
- Assist patrons in producing and documenting works of art.
- Assist in inventory management and equipment maintenance in the areas of responsibility.
- Advise Creative Technology Coordinator of patron non-compliance with Media Center policies and procedures.
- Keep professional expertise current in the areas of responsibility for self and work study staff.
- Provide technical support for campus-wide A/V issues.
- Consult with Senior Director of Creative Technology and Creative Technology Coordinator relative to job responsibilities.
- Help support the Print Center in times of high demand.
- Provide Print Center coverage during summer months, while Print Center Technician is unavailable.
- Other duties relevant to the role as assigned.

### **SUPERVISES THE FOLLOWING STAFF**

- Student Workers (if assigned).

### **KNOWLEDGE, SKILLS, AND QUALIFICATIONS**

- Advanced knowledge of audiovisual equipment and systems.
- Ability to troubleshoot and problem-solve, frequently in high-pressure situations.
- Ability to use current computer equipment and programs being used by the Media Center. Including, but not limited to:
- Macintosh and Windows operating systems

- Microsoft Office Suite products
- Adobe Creative Cloud Suite
- Familiar with Google web services (g-mail, calendar, google docs, etc.)
- Must have strong computer, organizational and detail skills.
- Must be responsible and dependable.
- Ability to work independently and as a member of a team.
- Ability to monitor own work for accuracy and thoroughness.
- Ability to clearly communicate in oral and written form.
- Ability to resolve conflicts in a constructive manner. Ability to work nights and weekends. May occasionally require the ability to work flexible hours.

**REQUIRED/PREFERRED EXPERIENCE**

- One year demonstrated general clerical experience preferred.
- Familiarity with audio-visual equipment required.
- Previous exposure to a collegiate environment preferred.

**REQUIRED / PREFERRED EDUCATIONAL BACKGROUND**

- Bachelor’s degree in related field required (or equivalent combination of education and work experience.)

This position description is only a summary of typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

KCAI is a private, independent, and accredited college of art and design founded in 1885 and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls over 700 undergraduate students regionally, nationally, and internationally. For more information, please visit [www.kcai.edu](http://www.kcai.edu).

**Applications deadline and procedures:**

This position is considered “open” until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply to: [hr@kcai.edu](mailto:hr@kcai.edu)

**Attach to the email in PDF format only:**

Cover letter

Resume

Hourly Rate Expectation

List of 3 professional references we may contact

**KCAI is an Equal Opportunity Employer**

KCAI is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their racial or ethnic identities, gender, gender identity/expression, color, religion, sex, sexual orientation, national origin, age, physical or mental abilities, genetic information,

citizenship status, veteran status, social and economic status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you need an accommodation due to a disability, please contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to KCAI's Human Resource team at [hr@kcai.edu](mailto:hr@kcai.edu) .