



## ***Evening Media Services Supervisor***

Under the direction of the Assistant Director of Media Services, the Evening Media Services Supervisor oversees the late afternoon and evening operations of the Media Services Department. This includes coordinating deliveries of equipment, videotaping and managing technology for special events, and responding to all technical problems and service questions from users. Additional responsibilities include:

- Sole supervising agent at night of all operations of the Media Services Department during evening hours.
- Coordinates late afternoon, evening and some weekend deliveries of equipment and services to classes, meetings, lectures and special events.
- Oversees the work of the Media Services Assistant which includes training, assigning and evaluating tasks place to Management of Media Services plus oversees the work of work-study students during the evening.
- Secures all Media Services spaces, podiums, racks and offices at the end of the evening shift.
- Sets-up, operates and troubleshoots audiovisual equipment, including but not limited to, cameras, sound systems (simple to complex), computer display equipment, video playback, video conferencing, IPTV components (local CCTV broadcast).
- Trains and assists faculty, students and staff with smart classroom technology and portable equipment use. Requires one-on-one training on how to utilize media equipment with faculty and staff.

We are seeking candidates with an Associates degree and CTS certification along with a minimum of 3-4 years of related work experience. Preferred qualifications include a Bachelor's degree and over 4 years experience within Technical Technology within an educational environment.

Interested applicants should send cover letter, resume and three references to: Human Resources, Roger Williams University, One Old Ferry Road, Bristol, RI 02809 or [human\\_resources@rwu.edu](mailto:human_resources@rwu.edu) indicating Ref #10-034.

*Roger Williams University is an Equal Opportunity Employer committed to inclusive excellence and encourages applications from underrepresented populations.*