

TECH ASSISTANT JOB DESCRIPTION

The principal responsibility of Tech Assistant is to run the classroom AV equipment for the instructor, including:

- Loading recording to be played, and playing when cued
- Ensuring screens are operational
- Confirming appropriate sound
- Regulating lights
- Check microphones for power

Steps for loading and playing recordings:

- Turn on computer
- Log into computer
- Insert device
 - If DVD, insert in tray
 - If thumb-drive, insert in USB
- Start DVD or open thumb-drive, as appropriate
- Problem solve/trouble shoot to the best of your ability, if needed
- Play when requested by instructor
- Check sound
- Dim lights

Ensuring screens are operating:

- Power on projector if needed
- Identify appropriate system (i.e., computer, Blu-Ray, Overhead, etc.)
- Turn on back screens, if needed

Shutting down:

- At end of class, remove recording device and return to instructor
- Turn off microphones
- Power down projection equipment if not followed by another class
- If last class of the day, turn out lights on your way out

If you encounter problems you cannot address yourself, contact staff (usually student assistants. They are terrific!)