

VIDEO CONFERENCING TECHNICIAN
Office of Information Services, Pastoral Center
Part-Time

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Office of Information Services is currently accepting applications for the position of Video Conferencing Technician.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Operate video teleconferencing equipment, including powering up teleconferencing equipment.
- Check equipment for proper operation, set audio levels, position camera functions, perform setup.
- Operate session control panel, studio control unit, and high resolution graphics.
- Provide assistance to users in conducting video teleconference sessions in a professional and courteous manner, which will include conference preparation, and monitoring VC equipment and system performance.
- Report equipment and network problems for maintenance or repair.
- Operate computers, projectors or other audiovisual equipment in conjunction with video teleconferencing.
- Provide high attention to detail during VC session for changes in performance and session needs.
- Operate smart classroom equipment (e.g. document cameras, interactive whiteboards, computers, and projectors)
- Train personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High School Diploma or equivalent
- Sufficient knowledge of MAC OS and Windows OS.
- Experience with camera use and functions.
- Excellent communication and interpersonal skills a must.
- Exceptional customer service skills.
- Must be able to work a flexible schedule - Monday and Tuesday evenings from 6pm - 10pm; with the possibility of working some other days, evenings and weekends.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Maria Harkin
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdiocese.org or fax to: 909-475-5189