GENERAL DUTIES

Performs supervisory and/or complex technical functions in laboratories in support of coursework.

- Maintains, fabricates, modifies, and repairs equipment
- Determines equipment requirements, prepares purchase specifications and coordinates acquisitions
- Trains and supervises College Laboratory Technicians, College Assistants, and other laboratory staff
- Manages set up, maintenance, and organization of student laboratories
- Maintains safety and hygiene standards
- Documents laboratory activities
- Performs related duties as assigned.

CONTRACT TITLE

Senior College Laboratory Technician

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Chair of the Media Culture Department, the Sr. College Laboratory Technician is responsible for the following:

- Management of daily video, film, TV, radio, and digital design lab operations, including inventory control and loss prevention, implementation of policies and
procedures which maximize efficiency and quality of technical service to faculty and students.
- Supervision of lab staff including adjunct CLT, CA techs, CA tutors, and work-study students.
- Oversight of student equipment access and design of technical solutions for successful instructional experiences.
- Routine maintenance of equipment dedicated to film/video field production, radio and TV studio equipment, film editing facilities and production studios.
- Maintain and update video editing workstations.
- Technical consultation with faculty of all departmental video, film, TV, radio, and digital design production areas in planning, integration, design, and drafting of proposals for the continued upgrade and maintenance of labs, A/V equipment and screening facilities.
- Application of technology in the teaching/tutoring process including assisting faculty in drafting revisions/additions to production course offerings and establishing departmental standards for technical skills in communications and cinema production classes in accordance with evolving technical standards.

MINIMUM QUALIFICATIONS

High School Diploma with a minimum of eight years’ related experience. Additional education may be used to meet the experience requirement: an Associate’s degree may be substituted for two years’ experience and a Bachelor’s degree may be substituted for four years’ experience. This position may also require the ability to supervise others.

OTHER QUALIFICATIONS

Preferred Qualifications:
- Significant experience in the film/video/television technical areas of Field Production
- Non-linear Post Production
- Technical instruction in an academic environment
- Some knowledge of teaching technology used by the Department in areas other than film/video/television production, including: screenwriting, journalism, radio, web design, graphic design, animation, and visual effects
- Systems Integration and maintenance of 40 Macintosh workstations, including integration with video production equipment, TV studio hardware, and a digital design lab.
- Evidence of community relations building across the arts and education.

COMPENSATION

$54,608 - $57,581

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume and any additional supporting documents for candidacy must be submitted as one file.
CLOSING DATE
March 12, 2016

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.