KYCOM CLASSROOM IT/AV LIAISON

Division: KYCOM   **Department:** IT   **Experience:** Entry-level

Job Code: FWSKYCOMITLIA   **Supervisor/Reports To:** Teddy Murphy

Start Date: 8/25/2025

The Classroom IT/AV Liaison trains and supports KYCOM faculty in the use of educational technology during class sessions. This role ensures lecture capture, projectors, smart boards, cameras, and other classroom equipment function correctly and provides troubleshooting as needed. Serving as the key contact between faculty and the IT department, the liaison facilitates smooth teaching and learning experiences.

1. Assist faculty with the appropriate and effective use of educational technology during class times – P, T
2. Participate in training on classroom and methods technology applicable to the KYCOM curriculum – T, CSD
3. Ensure proper functioning of technology equipment including lecture capture, projectors, screens, smart boards, TV screens, camera/projector systems, and Panopto tasks – T, CT
4. Perform daily microphone checks and manage volume levels via touch panels – C, T
5. Troubleshoot technology issues in lecture classrooms (e.g., rooms 210, 213) and Gross Lab camera/projector setups – T, CT
6. Serve as liaison between KYCOM faculty and IT department for technology-related guidance and support – C, TW

Career Competencies: Communication (C), Teamwork (TW), Professionalism (P), Career & Self-Development (CSD), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Technology (T)

Preferred Skills: Interest in technology; ability to learn new software quickly; prior troubleshooting experience; strong interpersonal and problem-solving skills; positive and adaptable attitude.

Work Schedule: Must attend all scheduled KYCOM class sessions; schedule aligns with class times.

Work Conditions: In-person classroom environments across campus.

Physical Demands: Standing, walking, setting up and moving equipment; ability to handle stressful technical issues calmly.

Number of Positions: 2

Pay Rate: $500/semester stipend

Location: Coal Building classrooms

To Apply: Submit application and resume through the UPIKE campus employment system; coordinate with Thomas Adams for placement.

Application Notes: Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disabilities in its programs, activities, hiring, or admission of students.