

**ITV Classroom Assistant
(Part-time/Temporary Position)**

Nature of Work

The ITV Classroom Assistant provides assistance to instructors and students during college credit interactive television courses. The ITV Classroom Assistant reports directly to the Audio-Visual Education Specialist.

The work involves operating a keypad or control panel that moves/switches video camera sources to various positions in the ITV classroom, communication with the remote site classroom assistants and instructors to ensure that the audio and video are responding properly, and communication with technical staff who provide technical support services in the System Operations. The ITV classroom assistant also performs clerical duties for the instructor and the students such as transmitting faxes, answering the phone, making copies, operating a VCR, and proctoring exams.

Incumbents of this position will work a part-time schedule that may average between 10 to 19.5 hours per week during the academic semester. The schedule will usually involve working varying combinations of hours and varying combinations of days Monday through Saturday. There is no work between semesters and incumbents work on a semester-to-semester basis.

Illustrative Examples of Work

- Provides technical assistance for distance learning interactive television courses offered by The University of Texas at Tyler.
- Operates a video and audio control panel, switching camera sources, and adjusting audio volume.
- Performs other support functions for the instructors and the students such as answering the phone, transmitting faxes, making photocopies, operating a VCR, and proctoring exams.
- Completes ITV Problem Report forms to ensure that equipment functions properly throughout the class.
- Performs related duties as required.

Desirable Training and Experience

- High School Diploma
- Prior work experience that required some technical or mechanical aptitude would be helpful.