CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: C.A.T. Classroom Coordinator

BASIC FUNCTION AND RESPONSIBILITY

To coordinate and team lead Classroom Technology Services (CTS), a division of the Center for Academic Technologies (CAT’s), providing high quality customer focused support and setup of audiovisual systems in general purpose classrooms (GPC) across the University to faculty, staff and external clients.

ENTRY-LEVEL QUALIFICATIONS

A Bachelor’s degree in an appropriate field or an equivalent combination of training and experience is necessary.

Certified Technical Specialist (CTS) certification is preferred.

Two years troubleshooting, maintenance, design or sales of audiovisual systems is necessary.

Familiarity with computer-oriented applications is necessary.

Strong interpersonal, communication, customer service, and organizational skills are necessary.

Proven ability to work effectively in a team environment and the demonstrated willingness to learn and share new ideas is necessary.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.