

PROGRAM SUPPORT SUPERVISOR 1
Music Technology Program

Status: Classified Staff
FLSA Status: Overtime Eligible
Reports to: Dean, Humanities

Under the general direction of the Dean with direct oversight by Music Technology faculty leads, this position oversees the daily operation of the program acting as a program liaison with students, staff, outside agencies and vendors providing specialized program knowledge. Under delegated authority this position interviews, trains, hires and schedules the Music Technology support staff and is responsible for supervising their performance of specialized department duties such as maintaining the music technology labs, providing technical support to program participants and performing equipment repairs/software updates as needed.

Typical duties also include the following:

- ✓ Train and monitor support staff on the usage/repair/maintenance of specialized equipment
- ✓ Monitor budget in line with program activities; coordinate, complete and submit purchase requests
- ✓ Maintain program website, server and infrastructure support including scheduling of classrooms and labs
- ✓ Ensure effective security for program equipment and train/monitor staff on security compliance procedures
- ✓ Provide input to the Dean and lead faculty on program activities, labs, and equipment
- ✓ Provide facility tours, respond to program inquiries and faculty requests
- ✓ Represent the program both on and off campus; attend occasional program advisory committee meetings
- ✓ Research purchases of specialized equipment including gathering estimates, preparing budget requests, forwarding faculty recommendations to the Dean and serving as a liaison to potential vendors
- ✓ Troubleshoot/maintain equipment inventory; report repairs/upgrades to faculty leads; install or work with technology staff to install specialized equipment
- ✓ Provide and/or direct support staff in equipment and software support to program students/instructors
- ✓ Perform other duties of similar nature and level as requested.

QUALIFICATIONS

Required Education & Experience:

- High school graduate OR equivalent
- Three (3) years of applicable experience in Music Technology; OR equivalent education/experience
- Valid unrestricted Washington State driver's license
- Clean driving record (max of 1 moving violation in the last 12 months, no suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related misdemeanor in the last 5 years)

Preferred Education & Experience:

- Pro Tools Operator and Apple Desktop Technician Certification
- Knowledge of electricity/high voltage safety regulations and procedure

Knowledge of:

- Experience with Macintosh operating systems OSX and Microsoft Office Access, Excel, Outlook and Word
- Audio/Video software platforms including Pro Tools, Digital Performer, Reason, Sibelius, and Ableton Live
- Equipment trouble shooting strategies; audio recording consoles, and basic electronics of music technology equipment and signal flow

Skill in:

- Contributing to diversity by fostering a climate of multicultural appreciation
- Establishing/maintaining effective working relationships; best practices in staff supervision and training
- Time management, multitasking, and coordinating work outcomes/activities with multiple partners
- Effective oral and written communication in English with a variety of diverse audiences
- Monitoring, maintaining, and reconciling budgets for fiscal accounting

- Learning and applying new music technology software and hardware applications on a frequent basis
- Resolving issues within established guidelines and maintaining flexibility in a changing work environment

PHYSICAL WORK ENVIRONMENT

- Ability to work in confined spaces (under recording consoles, risers, etc) for short periods of time completing tasks requiring physical dexterity in tight spaces
- Ability to lift up to 50 lbs (audio equipment, computers, shelving, etc) on a regular basis
- Ability to attend meetings both on campus and at other off-site locations
- Ability to read printed materials and a computer screen
- Ability to communicate in English both in person and through other appropriate means

TERM OF EMPLOYMENT/SALARY

This position is allocated to pay range 41, under the Washington State Department of Personnel Higher Education Salary Schedule. The starting salary is \$2724 with pay increases to \$3549 per month. Salary placement for new employees is determined by the College. Shoreline Community College provides a generous benefits package which includes health care coverage and dental insurance for employees and eligible family members/domestic partners, retirement plan, disability and life insurance, vacation and sick leave and up to eleven paid holidays. This position works 40 hours per week, with schedule dependent upon department needs.

CONDITIONS OF EMPLOYMENT

- In compliance with the Immigration and Nationality Act, proof of authorization to work in the United States will be required at the time of hire
- A collective bargaining agreement exists and membership in the Washington State Federation of Employees (WFSE) or payment of service fee is required
- Other conditions that may apply will be detailed upon offer of employment

APPLICATION PROCEDURE

To be considered for this position, please submit the following:

- **Shoreline Community College Application**
- **Letter of Interest** addressing **EACH** requested qualification:
 - ***Required Education & Experience***
 - ***Knowledge of and Skill in***
- **Current Resume**
- **Supplemental Application Data - Hardware/Software Self-Assessment**
- **Federal and State Reporting Form** (*optional but requested*)

Applications received by TUESDAY December 27, 2011 will receive first consideration. Applications will be accepted until the position is filled. Incomplete applications will not be considered. Application materials will not be returned. Mail or deliver application to:

**Office of Human Resources & Employee Relations
Shoreline Community College-Administration Building #1000
16101 Greenwood Avenue N, Shoreline WA 98133-5696; Phone: 206-546-4769**

SELECTION PROCEDURE: Applications will be reviewed by a College screening committee. Candidates selected for an interview will be contacted by telephone. Filling of this position is contingent upon available funding as determined by the College President.

Shoreline is a comprehensive community college offering excellent academic, professional/technical and work force training programs to meet the lifelong learning needs of its global community. Located on 83 acres just 10 miles north of downtown Seattle, Shoreline is situated among native evergreens with a campus full of brilliant colors during spring, summer and fall seasons. The surrounding areas, known nationally for their recreational and cultural opportunities, add to the diversity of academic life for each student and employee at the College.

The College is committed to an environment which reflects our pluralistic society. Shoreline provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender,

sexual orientation or disability. Persons with disabilities needing assistance in the application process may call the Human Resources office at 206-546-4769 or TTY at 206-546-4520.

Shoreline Community College maintains a smoke-free/ drug-free work environment.