



Fusion Specialist Fusion Center at Spalding University

JOB SUMMARY

The Fusion Center at Spalding University is part of the Information Technology Department. The Fusion Center provides a variety of services for the campus including: shipping, copying, printing, printer maintenance, laminating, booklet making, audio visual setup for special events, replacement ID cards, and ordering supplies.

The Fusion Specialist provides audio visual support and training for faculty, students and guest speakers requiring classroom services. S/he performs general troubleshooting of smart classroom systems, hardware, software and network connections to minimize service interruptions. S/he is also responsible for the operation of multiple high speed digital copiers, machine and manual finishing and complete the associated administrative duties in recording the work. This job requires the occasional processing and handling of confidential exams and class materials. S/he operates electronic and/or mechanical machines to process incoming and outgoing mail and receives, opens, sorts, stamps and distributes incoming mail.

SKILLS AND EDUCATIONAL REQUIREMENTS

Excellent customer service, organization, communication, and problem solving skills

- Knowledge of video recording techniques, and a basic understanding of signal flow for both audio and video
- Working knowledge of MAC and PC computers
- Strong attention to detail and the ability to prioritize and multi-task
- Ability to work independently under minimal supervision
- Previous AV experience or a background in audio technology or visual media
- Familiarity with MAC and PC computers, Blu-Ray players, projection systems, PA systems, video cameras, digital audio recorders, as well as basic and advanced control systems

PHYSICAL DEMANDS

- Must be able to perform the physical demands required in this position:
- Dexterity of hands and fingers to operate standard office equipment.
- Ability to lift up to 50 pounds.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.

**How to Apply:**

Resumes along with a cover letter must be submitted electronically to:

Yolanda Peterson

Human Resources Coordinator

845 South Third Street

Louisville, KY 40203

ypeterson@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.