



Information Technology AV Specialist

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Job Summary

Tallulah Falls School is seeking a qualified and motivated individual for the position of Information Technology AV Specialist. This is a full-time (12 month) salaried position. The Information Technology AV Specialist will support and assist with the operation, installation, and maintenance of Audio-Visual hardware and information technology responsibilities campus wide. This person will work at events on campus that require audio or video setup and support, as well as streaming online. The position requires onsite IT technical assistance pertaining to Chromebooks, Windows, WiFi AP's, printers, switches, and routers. Salary is commensurate with qualifications and experience. Those fortunate enough to influence young lives at TFS receive a competitive benefits package and have access to many free fun activities.

Responsibilities:

The essential functions include, but are not limited to the following:

- Installation, repair, and support for hardware, software, LAN/WAN and WiFi networking services, peripheral devices, and other related technologies.
- Chromebook and Windows installation and maintenance.
- Assist end users in working with specific AV and IT applications.
- Provide support for live audio and video, digital audio mixers, microphones, and projectors.
- Assist with streaming via encoders and AI-Automated video streaming for sporting events, theater productions, and social events held on campus.
- Helpdesk support for students, faculty, and staff pertaining to AV and IT.
- Install and troubleshoot the following cable types; CAT 5/6, multimode and single mode fiber, male/female XLR, HDMI, RCA, and 3.5 MM.
- Perform other related duties as assigned in the IT Department.
- Other duties as assigned.

Requirements & Qualifications:

- Associate degree or equivalent combination of education and experience.
- 2 years' experience troubleshooting, supporting, and administering within a LAN/WAN environment including Microsoft Windows, Google environment, PC/laptop hardware, and other related technology and AV peripherals required.
- 2 years' experience with digital audio mixers, microphones, streaming, and understanding signal flow.
- Strong customer service skills.
- Strong ability to communicate and interact with internal staff and technology end users.
- Ability to instruct others in the proper use of technology.
- CompTIA A+ Certified is preferred.
- Google Admin Experience is preferred.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to understand written and verbal instructions.
- Must possess the mobility to work in an office setting, school environment, and dormitories with the knowledge to use standard office equipment.
- Mental awareness to maintain attention to detail despite interruptions.
- Must be able to communicate and respond to questions from various levels with the organization.
- Must have manual dexterity sufficient to perform specified duties.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds.
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division.
- The ability to read schematics and blueprints.

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Technology, Casey Barron at casey.barron@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.