

JOB POSTING
NEW YORK CITY DEPARTMENT OF EDUCATION
CENTRAL – TRANSLATION AND INTERPRETATION UNIT

Job Title: Assistant Media Services Technician

Salary:

\$10.96 P/H (New Hire Minimum)

\$12.60 P/H - \$14.69 P/H

The Translation and Interpretation Unit of the New York City Department of Education (DOE) is hiring part-time technicians to transport, set up, operate, distribute and collect its radio frequency interpretation equipment at DOE events throughout the city, primarily during evening and weekend hours. The technician's job will be focused not only on the equipment but on assisting non-English-speaking parents. The ideal candidate will possess customer service as well as technical skills.

Major Responsibilities

- Determines the type and number of transmitters and other equipment that is required based on the size of the audience and the number of languages.
- Transports equipment to and from meetings and events at sites throughout the city.
- Determines best layout, sets up transmitters and peripheral equipment, connects wiring and cables and tests for effectiveness.
- Acts as primary on-site contact for interpreters, showing them how to use the equipment.
- Ensures that each piece of equipment is signed out, used properly and returned in good order.
- Coordinates seating for optimal reception, demonstrates the use of equipment and assists with technical problems, as necessary.
- Responsible for the storage, battery replacement and minor repair of equipment.
- Acts as representative of the Translation and Interpretation Unit for the attendees.

Minimum Requirements

1. High school diploma or equivalent plus six months experience acquired within the last five years in the routine maintenance and operation of media services or related equipment;
OR
2. Graduation from a vocational or technical high school with a program specializing in media services;
OR
3. Education and/or experience equivalent to 1 and 2 above.

The following qualifications are preferred for the position:

- Customer service and technical experience;
- Bilingual Spanish;
- Motor Vehicle Drivers License valid in the State of New York.

Application

Please send resume and cover letter, no later than **September 15, 2006**, via email to:

translations@schools.nyc.gov

An EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at www.nycenet.edu/o eo.