

Employment Opportunity

Re-advertisement (1)

EO No: 2024-039

College of Micronesia–FSM
Human Resources Office P.O. Box 159
Kolonia, Pohnpei, FSM 96941
Phone: 691-320-2480 Email: hro@comfsm.edu.fm

Opening Date: December 6, 2023

Closing Date: December 20,2023

Position and Salary:

Media Technician II
F/2/D \$6,565.00 PA

“Position is NOT eligible for transportation and housing”

Location:

National/MITC
P.O. Box 146
Kolonia, Pohnpei FM 96941

College of Micronesia – FSM Mission Statement

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

Values

COMMITMENT EXCELLENCE TEAM
LEARNER-CENTEREDNESS WORK
PROFESSIONALISM

Duties: Under the supervision of the MITC Coordinator, the Media Technician II performs the following audio & media services to meet the institutional needs of the college community.

1. Repair, service, and maintain audio-visual equipment and materials.
2. Operate audiovisual equipment.
3. Set/install equipment for college functions.
4. Prepare instructional graphic.
5. Perform photography and film development.
6. Maintain MITC equipment inventory.
7. Recommend new equipment to MITC coordinator to support Library and Instruction services.
8. Assist patrons with media related needs and determining appropriate medium;
9. Assist with the training of patrons with audiovisual equipment;
10. Print ID for students, faculty, and staff;
11. Video production (film & edit); Circulation of MITC equipment & video collections; and
12. Serve on committees and perform other duties assigned.

Minimum Qualifications: AS degree in technology, media studies or related fields with 3 years of related work experience. A high school qualification with 5 years of progressively responsible experience in operating and maintaining audiovisual technologies (preferably audiovisual equipment systems) could be substituted for a

college degree. **Ability to** operate, maintain, repair and perform preventive maintenance on a variety of audiovisual devices and make modifications when necessary or when asked to do so. **Experience** supervising others; writing narratives; good track record of tasks completion, and self-directed. **Knowledge of** operation, maintenance and repair of a variety of audiovisual and communication equipment; document filing or basic understanding of audiovisual material cataloging, audiovisual software and ID software.

Contact: Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or the college’s website at www.comfsm.fm.

Application Procedure

Interested candidates must submit the following documents:

1. A letter of interest addressing how the candidate’s professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages).
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>).
3. A current resume which includes personal email address and cellular phone number.
4. Copies of college transcripts for all degrees earned.
5. A minimum of three professional reference letters under 6 months old.
6. Criminal background check under 6 months old.
7. Valid driver’s license.

Documents are to be submitted electronically to hro@comfsm.edu.fm (preferably as PDF attachments) or mailed to:

Human Resources Office
College of Micronesia-FSM
P. O. Box 159
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Applications will be accepted until **December 20, 2023** followed by screening by the committee or until fill. Official copies of college transcripts are required to be sent directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy and Procedure Manual.

The College of Micronesia–FSM is an equal opportunity employer.

FSM Citizens are encouraged to apply.