

**WE ARE NEW YORK'S LAW SCHOOL****Audio Visual and Integration Specialist**

New York Law School (NYLS), an independent law school in Tribeca, seeks an experienced Audio Visual and Integration Specialist who will be responsible for a diverse portfolio of technology that serves the academic community and School at large. This role will include the following: managing classroom operations for both in-person and online offerings; leading the design, development, and implementation of technology solutions as it relates to classroom and enterprise audio visual technologies, and; supporting the successful delivery of key enterprise initiatives.

The Specialist will report to the Chief Information Officer/Vice President for Information and Instructional Technology, but will also liaise directly with Faculty, the Office of Events and Programming, and other departments. Leadership is necessary depending on the nature of the initiative(s).

**Responsibilities**

- Work in concert with the User Services team which provides audio-visual, help desk, multimedia, academic, and technical support for faculty, the academic enterprise, and for campus events and other NYLS-sponsored programs.
- Install, configure, operate, disassemble, and troubleshoot enterprise audio visual equipment, and perform routine maintenance, inventory, and tracking.
- Coordinate with internal and external clients on placement, integration, and functionality of lighting, audio reinforcement, sound mixing, recording, and conferencing.
- Responsible for resolving routine questions and technical issues related to classroom, academic, and information technology.
- Maintain classroom technology tools and public facing media assets; plan/forecast for future needs.
- Support the seamless integration and distribution of media and course content for the enhancement of onsite and offsite teaching and learning.
- Oversee and manage the technology and media tools necessary to support distance learning.
- Serve as primary liaison to the faculty, departments, and law school community in support of their media content, recordings, distribution methods, archival processes and procedures, and the engagement and training of their staff.
- Oversee and manage the engagement of key vendors/suppliers necessary to provide academic and event media resources.

**Requirements**

- BS/BA and five to seven years of experience in the field of audio-visual integration required.
- Strong technical acumen.
- Excellent oral and written communications.
- Strong interpersonal skills in working with all professional levels.

- Ability to act effectively as a member of a team.
- Excellent analytical, and organizational skills.
- Must be detail-orientated, able to multi-task, and capable of working in a fast-pace environment.
- Experience in higher education a plus.

## Compensation

NYLS offers a comprehensive compensation and benefits package.

## How to Apply

Please submit the following (in PDF format) to [jobs@nyls.edu](mailto:jobs@nyls.edu):

- Resume
- Cover letter
- Salary requirements

### About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

### New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.