Firm/Company Name Fox Rothschild LLP

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Job Title [Position]:	IS Operations Support - A/V Me	**Job Category:**	Information Services
Department/Group:	Information Services	**Posted By:**	Jennie Killebrew
Location:	Philadelphia	**Travel Required:**	
Level/Salary Range:		**Position Type:**	[i.e.: full-time, part-time, etc.] Full time
HR Contact:		**Date posted:**	
Reports to:		**Posting Expires:**	[i.e., 30-days]

Applications Accepted By:

Fax or E-mail: jkillebrew@foxrothschild.com **Attention:**	**Mail:**

Job Description

Brief Summary:

As a member of the Information Systems Department, the IS Operations Support is responsible for assisting in the daily support activities of the IS Operations department.

Duties:

Primarily focus on support for audio and video conference meetings.
Coordinate the scheduling and creation of A/V meetings within multiple systems.
Test video conferencing connections with outside parties.
Prepare conference rooms and perform audio and video checks for scheduled video conferences.
Setup loaner equipment (projectors and laptops) in conference rooms.
Troubleshoot issues with video conference equipment and WebEx meetings.
Support mobile device hardware and administration through firm's MDM system.
Assist in the distribution and reclaiming of all related hardware for onboarding and off-boarding

Skills/qualifications:

Education:

High School diploma or equivalent is required. Associate's degree in related field or an equivalent

[NOTE: Attach separate sheet(s) as necessary with the complete job description]