



NOVA CORPORATION

NOVA Corporation is 100% tribally owned by the Navajo Nation. Recognized by the Small Business Administration (SBA), we are certified as a Tribally Owned 8(a) Small Disadvantaged Business.

NOVA Corporation is dedicated to providing outstanding services to its customers and employees. Our strength is in our ability to understand our client's needs and deliver a solution that will not only meet those needs but exceed their expectations.

NOVA Corporation strives to be innovative in all areas of business and is committed to technical excellence. Our headquarter office is located on the Navajo Nation reservation in Window Rock, Arizona. Also, we have a satellite office located in Chambersburg, Pennsylvania.

NOVA Corporation provides unique, custom solutions to meet our customers communications needs. Our solutions provide communication capabilities using modern technology. At their most complex, they are multi-purpose systems that gather information from dozens of different sources. The information is presented to decision makers immediately, visually, clearly.

Video Teleconference Technician

The Video Teleconference Technician operates video teleconferencing equipment including powering up teleconferencing equipment, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup; operate or assist in operating session control panel, studio control unit, and high-resolution graphics. Job tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician's responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.

Must have an understanding and five (5) years experience in the operation and maintenance of AV equipment and related supplies (to include, but not limited to: speakers, microphones, cameras, DVD players, monitors, projectors, amplifiers, screens, etc.). Additionally, employee(s) must have experience in the installation of sound systems, AV equipment, cabling and operation of Microsoft Office products (Word, Excel, and Powerpoint).

MUST be able to pass a National Agency Check