

MULTIMEDIA SPECIALIST

GENERAL STATEMENT:

Responsible for providing media services, maintenance, and repair of media and/or equipment, etc., under the direction of the Vice President of Information Technology.

REPORTS TO:

Vice President of Information Technology Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree preferred, Associate degree, certificate, related experience, or equivalent experience.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Work requires an understanding of the configuration, operation and maintenance of video and audio equipment used in an instructional environment normally acquired through two years. Post secondary education in a related technical field.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Cooperate in providing media services to the faculty, students, and staff.
- Provide assistance to the faculty, students, and staff with the operation of multimedia equipment.
- Provide training of professors in the use of multimedia smart room technology.
- Cooperate in the inventory of all equipment, materials, and supplies.
- Set-up and operate audio, multimedia and video equipment for special College functions including but not limited to graduation, orientations, outside and inside special events.
- Serve as camera person on multi-camera production, with producer/director and for B-roll acquisition.
- Provide basic troubleshooting, diagnostic, and maintenance for video production equipment including cameras, recorders, test equipment, monitors and editors.
- Diagnose malfunctions and make minor adjustments and repairs to audiovisual equipment to include projection, tape recording and television equipment.
- Install, operate and troubleshoot interactive videoconference systems including CODECS, monitors, document cameras, projectors and audio equipment.
- Install, operate, and troubleshoot multimedia equipment in classrooms and other venues.
- Assist with post production work on special events including audio mixing and video editing.
- Adhere to quality control standards.
- Adhere to copyright regulations and policy as perceived by TVCC.
- Assist with evening and weekend duty as assigned.
- Cooperate in the training and supervision of student workers as assigned.
- Adhere to TVCC and IT Services policies and procedures.
- Other duties as assigned by the Vice President of Information Technology Services.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May work irregular evening and weekend duty.
- Job requires climbing a ladder.
- May require travel to and from other TVCC campuses.
- Job requires repetitive keyboard use.
- Job requires moderate lifting, carrying, reaching, stooping, pulling, and pushing of up to 40 lbs.
- Job requires manual dexterity, clear speech, hearing acuity, and correctable vision are also required.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 09/27/11

JD217