

Job Title: Multimedia Specialist I
Department: Media Services
Supervisor: Media Services Manager
Date: April 2005
Updated: April 2008

A. PURPOSE OF THE JOB:

To manage and coordinate all aspects involved in providing multimedia instructional support, training and information materials, and presentations for faculty within the Texas A&M University-Corpus Christi system as well as directing the support of multimedia auditoriums and smart classrooms.

B. DUTIES:

Work involves researching, recommending, incorporating, consulting, and training on troubleshooting, maintaining, and distributing audiovisual and multimedia technology, equipment, techniques, and materials for communication and learning. Supervises and trains student workers.

1. Major Duties:

- a. Conducts research and/or utilizes knowledge and training to determine format, approach, content, level, and medium, which will be most effective, meet objectives, and remain within budget. Works under minimal supervision with broad latitude for use in initiative and independent judgment,
- b. Schedules and provides advance planning and coordination of audiovisual, multimedia and related equipment for classroom and campus activities,
- c. Maintains the supply, operation and maintenance of audiovisual, computer, and related equipment,
- d. Conducts research or utilizes knowledge and training to determine format, approach, content, level, and medium that will be most effective, meet objectives, and remain within budget,

- e. Provides faculty with consultative services concerning a variety of technical, production, multimedia applications, techniques, and equipment,
 - f. Conducts training sessions on selection, use, and design of audiovisual and multimedia materials, and operation of presentation equipment,
 - g. Assists faculty in creating, developing, producing, updating, and presenting instructional materials, and
 - h. Maintains the supply, operation, and maintenance of audiovisual, computer, and related equipment.
2. Occasional and subordinate duties: The incumbent is required to perform various operational duties such as;
- a. Providing weekend and after hours support to academic and University approved events,
 - b. Assisting in yearly Media Services inventory,
 - c. Identifying, evaluating, and recommending educational multimedia technologies, equipment, software, supplies, and
 - d. Performing miscellaneous job-related duties as assigned.

C. KNOWLEDGE AND SKILLS:

- 1. Required education: A Bachelor's Degree is preferred, from an accredited institution with major coursework or experience in audiovisual, production and multimedia techniques. Three years experience in a university environment, operating audiovisual, multimedia, computer, and computer-related equipment, systems and software, and/or equivalent education from an accredited institution in the Computer Science field. Experience in a supervisory position in an audio/visual and multimedia university environment.
- 2. Skills required:
 - a. Experience using multimedia equipment to aid instruction, meetings, and presentations,

- b. Experience in troubleshooting and fixing visible problems with multimedia equipment,
- c. Experience in a supervisory position in an audiovisual/multimedia university environment,
- d. Knowledge of technical, multimedia, and production principles involved in audio, video, computer, computer-related equipment, systems, and software,
- e. Ability to thrive without close supervision,
- f. Ability to exercise and make quick independent judgments with confidentiality to complete tasks,
- g. Ability to effectively communicate and interact with faculty, administration, staff, and students in verbal and written form,
- h. Extensive knowledge utilizing software, which includes; Microsoft PowerPoint, Excel, H-ITT, Dreamweaver, SSH, Novell, Netscape, WebCT, and Internet Explorer,
- i. Keep computer systems and software up-to-date, and
- j. Advanced knowledge of Windows and Macintosh operating systems.

D. FISCAL RESPONSIBILITY:

N/A

E. APPLICATION OF KNOWLEDGE AND SKILLS:

The most resourceful duties are the continuous use of equipment and materials such as video and slide projectors, televisions, VCRs, PA systems, AMX and Extron remote units, PC and Macintosh computers, related equipment and systems, USB storage drives, cassette recorders, laser disc players, and 16mm projectors.

General duties include timely delivery and technical support of computer, presentation, and audiovisual equipment for the faculty and administration. This includes flexible working hours, sometimes working weekends, holidays, and overtime. Physical tasks include; continuous walking, standing, bending, and lifting up to 20 pounds with occasional reaching and using ladders. Environment demands are continuous normal office conditions and in/out door activity. Other working conditions are continuous

independent work and as a team member with effective communication with campus community.

F. SUPERVISION:

The incumbent directly supervises up to five student workers.

G. EXTENT OF PUBLIC CONTACT:

1. Within the University: daily contact occurs with students, faculty, and staff.
2. Occasional contact outside the University: includes vendors, factory representatives, and off-campus organizations.