POSITION PURPOSE
Participate in the design, development, production and operation of computer graphic systems and multi-media elements to support promotional and informational services and computer-based instruction for a School and/or College at the University. Provide specialized technical skills utilizing multi-media equipment, applications and new technologies.

ESSENTIAL JOB FUNCTIONS
- Develop, modify and integrate various multi-media and graphical elements to support the production of computer based instructional, promotional and informational materials. Plan and produce video content; create and edit computer-generated graphical images, e.g., 2D and 3D animation.

- Produce audio-video and audio-narrative elements utilizing specialized recording equipment and software, e.g., cameras, microphones, prompters, etc.; integrate and configure audio-video and narrative elements in appropriate programming applications.

- Assist in the maintenance and monitoring of microcomputer and Local Area Network (LAN). Install, configure and maintain system and applications software; Local Area Network hardware implementations. Troubleshoot and repair computer equipment problems as needed; contact appropriate vendor representatives to obtain information software and hardware upgrades, procurement, fixes, etc.

- Serve as a resource and technical consultant to internal and external professionals, clients and vendors regarding the design, development, implementation and maintenance of multi-media instructional, promotional and informational materials. Attend meetings; resolve problems and promote specialized technical guidance and services.

- Perform related work as assigned.

ADDITIONAL COMMENTS
This classification level requires specialized knowledge in multi-media development tools and computer graphic systems in order to support instructional, promotional and informational materials. Incumbents need strong knowledge of multi-media software applications and audio-video and multi-media production techniques. Incumbents consult with and advise internal and external client professionals in appropriate design, production and operation of computer graphic systems. This classification is generally assigned to a School and/or College. This classification reports to and receives word direction from a management level position.
MINIMUM QUALIFICATIONS
- Graduation from an accredited college or university with a major coursework in graphic design, audio-video and multi-media production or an equivalent combination of education and/or experience.

- Considerable experience and knowledge of audio-video and multi-media production.

- Considerable knowledge of computer graphic or audio-video software

- Some knowledge and experience of various application programming languages

- Ability to meet established deadlines and prioritize work assignments.

- Ability to communicate effectively with others.

- Ability to work in a team environment.

- Strong analytical and problem solving skills.

- Ability to work with client server/local area network technology.

- Good oral and/or written communication skills.

- Typically, incumbents have held positions in video production.