

TITLE: <u>Multimedia Specialist</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE501</u>
UNION: <u>P&A, Local 1979, U.A.W.</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>50</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

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.