

<b>TITLE:</b> <u>Multimedia Assistant</u>	<b>SALARY</b>	<b>CLASS</b>
	<b>SCHEDULE:</b> <u>B</u>	<b>CODE:</b> <u>PE509</u>
<b>UNION:</b> <u>P&amp;A – Local 1979, U.A.W.</u>	<b>SALARY</b>	<b>EEO</b>
	<b>GRADE:</b> <u>11</u>	<b>CODE:</b> <u>30</u>
		<b>E-</b>
	<b>FLSA:</b> <u>Exempt</u>	<b>CLASS:</b> <u>PE</u>

**POSITION PURPOSE**

Participate in the creation and development of digital images and multi-media elements to support instructional, promotional and informational materials for a School and/or College at the University. Provide specialized technical skills utilizing digital still and video cameras, scanners, software and digital output devices.

**ESSENTIAL JOB FUNCTIONS**

- Create, edit, manipulate and/or enhance images to support the production of instructional, promotional and informational materials. Digitally capture or scan flat artwork. Prepare for print, film recorder, web, archiving to CD, or e-transmission. Consult with client to determine use and proper display of material. Create and maintain storage of digital files.
- Provide technical skills and support with multi-media projects. May provide assistance with audio-video work, digital sound design and other design-oriented work.
- Interface with internal and external clients to determine appropriate location, shoots, lighting and related techniques to support individual assignments and special requests. Operate digital still and video cameras, scanners, software and digital output devices; take digital images on location or in the studio. Handle last minute modifications to accommodate changes in subject matter quality, location or availability.
- May develop and process film. Make custom slides according to client specification; monitor process to ensure proper timing and techniques are used to attain optimum exposure and display. Provide professional mounting and finishing of slides and prints.
- Maintain and perform minor repairs on equipment; monitor inventory of equipment and materials; notify supervisor of low inventory and software upgrades. Determine appropriate lens, proper settings, and digital imaging techniques to be used to achieve the desired results.
- Assist in providing software training workshops for faculty, staff and students. Provide functional supervision to a small number (1-3) of part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This classification provides specialized and custom digital image services to the University community and assists in the development of multi-media elements to support instructional, promotional and informational materials. This level requires specialized knowledge of digital imaging techniques and manipulation. Incumbents need to be proficient in the use of digital still and video cameras, scanners, software and digital output devices. Incumbents consult with and advise internal and external client professionals in the development and use of digital images. Work activities include searching for solutions or new applications within an area of learned skills; exercising keen attention to detail and the ability to communicate effectively with all levels of University personnel as well as students. Incumbents are allowed to set their own priorities, subject to supervisory approval or review. This classification is generally assigned to a School/College/Division. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a major coursework in photography, digital imaging, graphics, multi-media production or an equivalent combination of education and/or experience.
- Reasonable knowledge of computerized digital imaging techniques, editing and manipulation.
- Proficiency in the use of professional digital still and video cameras including related materials and equipment.
- Reasonable knowledge of digital software platforms, Web, LAN and related technological software and hardware.
- Knowledge of photographic principles and lighting techniques preferred.
- Ability to communicate effectively with others.
- Ability to meet established deadlines and prioritize work assignments.
- Ability to work in a team environment.
- Strong analytical and problem solving skills.