Job Title:	Multi-Media Specialist	**Job Code:**	T43811
Job Function:	Staff	**Grade:**	218
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	3000 Information Technology Division	**Date:**	1/1/04;7/11/00

Job Summary:

Assist in the design and development of web courses. Maintain websites. Evaluate multimedia software and technology to advise faculty/staff on new media for instruction or development. Instruct in the proper use of technology. Provide support to the president, provost, vice president, faculty, and university departments by enhancing presentation, collaboration, and communication technologies, and conducts training in their use. Develop and maintain support systems for distance learning courses, software, and project information. Access ADA compliance for web courses, distance learning courses and university websites.

Essential Functions:

40% Assist Design and Development Services staff and faculty in the development of web based learning environments and other instructional technologies and media. Develop multimedia presentations for faculty, staff and departmental use.

20% Consult with faculty and staff to determine their multimedia needs. Respond to requests for assistance with the use of equipment or troubleshooting in the classrooms.

10% Attend or present at professional conferences, training sessions and workshops.

10% Develos and maintain support systems for distance learning courses, software, and project information.

10% Assist president, provost, vice president, faculty, and university departments by enhancing presentation, collaboration, and communication technology, and conducting training in their use. Instruct in the use of hardware and problem solving hardware and software problems. Instruct in the use of computer data projects, digital cameras, and scanners. Evaluate new multimedia software projects.

10% Scan research articles and convert them into text files for use with text reader for visually impaired students. Access ADA compliance of web based courses, distance learning courses and university websites. Assist faculty and staff with the development of ADA compliant web pages

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in the use of computers, networks, and related peripherals and hardware and software applications. Knowledge of graphic design techniques and basic programming such as HTML and JavaScript required. Familiarity with analog video and audio production techniques required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.