



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
MEDIA SUPPORT SPECIALIST	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

JOB DESCRIPTION:

Under general supervision, coordinate activities involving the use of media equipment for classes, meetings and presentations; operate, set up/tear down, maintain and demonstrate the use of media equipment; supervise student assistants; and perform related work as required.

SCOPE:

The Media Support Specialist operates, maintains and coordinates repair of media equipment; installs and upgrades operating software; trains faculty and staff in the use of lab equipment; provides technical support to faculty and staff in the use of a variety of media equipment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Troubleshoots, upgrades and maintains a variety of media equipment.
2. Installs and upgrades software; maintains and coordinates repair of media equipment.
3. Sets up/tears down media equipment in rooms for teaching demonstrations, classroom exercises meetings and presentations; ensures necessary media equipment is available and functioning properly.
4. Provides technical support to faculty and staff; demonstrates the use of media equipment and software.
5. Schedules video conferences and use of media equipment.
6. Edits and prepares media materials for presentations and distribution.
7. Duplicates media materials in compliance with copyright laws.
8. Maintains and demonstrates use of Media non-linear editing stations.
9. Programs media control systems for installation by Information Technology staff.
10. Orders and maintains supply inventory and assists Manager, Media Services with specifications of new purchases.
11. Supervises, trains and schedules student assistants and Short-term, Non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform skilled work in the operation and maintenance of a wide variety of media equipment; coordinate laboratory activities; perform demonstrations in the use of specialized equipment in the area assigned; give and follow oral and written directions; set up and maintain records and inventory; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials common to a media video lab; current knowledge of media technology trends and developments.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from High School, including some community college-level coursework in video or film production.

Experience:

Demonstrated experience in media production and operator level maintenance of a wide variety of media equipment. Operational experience with non-linear editing systems and work in an educational setting preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting media equipment (up to 50 lbs. unassisted), standing, climbing or walking.