



Position Title: Part-Time Digital Tech Studio Coordinator, MEED
Reports To: MEED (Model of Enhanced Employment Development) Program Director
Department: The MEED Program **Job Code:** 8308
Prepared By/Date: Donna French/09-07-2011 **Job Group:** Class-R
Approved By/Date: Kenneth Marquard/09-07-2011 **Salary Grade:** CT
Revised: **FLSA Status:** Non-Exempt

Summary:

This position coordinates the technical and educational aspects of all Studio activities to include Tech training, maintenance and updates of all Studio Technology, and all staff and student productions involving graphic arts, music, video production, and web development.

Essential Duties and Responsibilities:

- Coordinates all Studio technical activities to include trainings and staff/student productions
- Develops the curriculum for the student training program for students with disabilities
- Develops all training modules/podcasts, live demonstrations, workshops, and scripts for other staff and guest training presentations
- Collaborates with Internship Program staff to integrate training with internship activities
- Develops and maintains a production schedule with deadlines for all staff and student productions
- Provides recommendations for general Studio policies and procedures
- Maintains, updates, and secures the full range of technical equipment and software
- Determines nature of projects on disability awareness which may include content consultation, qualitative decisions on production effectiveness, or recommendations on recruiting qualified participants
- Ensures that Release Forms are signed by production participants
- Maintains and secures Studio equipment
- Submits requests for new equipment as needed
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Proficiency in all Microsoft Office applications and comparable software in Apple's iLife, and iWorks
- Proficiency in all types of universal access features in Apple Technology software to include iMacs, iPads, and iPods
- Ability to work with Final Cut Pro, Camtasia, and other video production software
- Ability to train, accommodate, and motivate students with diverse types of disabilities
- Possess effective interpersonal, organizational and communication skills
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree and one (1) year of diverse software applications experience in Apple technology, graphic arts, and video production

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name