



Position Title: Part-Time Digital Video Editor, MEED
Reports To: MEED (Model of Enhanced Employment Development) Program Director
Department: The MEED Program **Job Code:** 8308
Prepared By/Date: Donna French/09-06-2011 **Job Group:** Class-R
Approved By/Date: Kenneth Marquard/09-07-2011 **Salary Grade:** CT
Revised: **FLSA Status:** Non-Exempt

Summary:

This position reviews and presents final editing recommendations of all video editing projects to the MEED Program Director and collaborates with the Digital Tech Studio Specialist in developing and producing instructional/training podcasts and other types of digital presentations for the MEED Program.

Essential Duties and Responsibilities:

- Reviews and presents final editing recommendations of all production and editing of videos created by the MEED Program Digital Tech Studio staff
- Determines video editing techniques, quality of design, and how other video editing tasks are accomplished in maintaining production quality
- Collaborates with the Digital Tech Studio Specialist in creating video training modules available for universal access and disability awareness for students, faculty, staff, and MEED Program affiliates
- Demonstrates the use of video editing software and techniques that improve access for individuals with disabilities to staff and students
- Advises Digital Tech Studio Specialist regarding updates on video editing software, equipment, and new programs that add to the quality and accessibility of video production
- Assesses students mastery of video editing skills and techniques
- Provides general digital technology support for student interns and staff
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and ability to use Final cut Pro, Adobe Premiere Suite (Photoshop, Illustrator, and Adobe After Effect Pro), OSX, iLife, iWorks, and any other related software for editing and production applications
- Ability to operate various digital video equipment
- Ability to use all Apple-related products (iMac's, MacBook's, iPods, iPads)
- Ability to work effectively 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 film/video production/editing experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name