



Position Title: Part-Time Media/Network Support Specialist

Job Code: 8308

Reports To: Media Services Coordinator

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Media/Network Support Specialist will be responsible for the production and development of instructional and promotional material for distribution in an academic environment, which includes but is not limited to video production, graphic design, multimedia authoring, and special event support. This individual will be responsible for imaging, securing, installing, and maintaining equipment.

Duties & Responsibilities:

- Instructs and advises academic and administrative employees on methods and procedures in the usage and purchase of multimedia equipment, software and other related items
- Performs minor maintenance on hardware and troubleshoots problems with hardware and software
- Performs installation of new software application programs for the department
- Clears printer cues
- Adds computers and printers to domains
- Receives and processes trouble tickets
- Supports the Campus' educational support services and special events/programs
- Performs standard equipment set-ups such as computers, overhead and data projectors, TV & VCR units, slide projectors, document cameras, multimedia carts, etc.
- Performs basic troubleshooting of multimedia delivery systems
- Provides basic support in academic setting
- Performs basic departmental functions such as locating materials, answering questions, directing clients, etc.
- Supports asset management processes
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma and at least one (1) year of work experience in Multimedia, Electronics, Computer or other related field
- Knowledge in Computers, Web Page Editing, Art or Design including but not limited to: Adobe Photoshop, Premiere and After Effects; Dreamweaver; Macromedia Flash and Fireworks as well as HTML preferred
- Familiarity with graphic design, digital photography, digital video taping, large format printing, event support, polycom equipment and use, and video production required
- Possess excellent communication and organizational skills
- Thorough command of the written English language

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name