

## **Sul Ross State University Position Description**

**Official Title:** Media & Technologist Specialist  
**Salary Group:** RC 13 \$31,158.00

**Job Code:** 3224

### **Summary**

Function: Performs tasks related to the capture, streaming and editing of digital artifacts in the videography, photography and audio realms in order to create and modify presentation quality material for the institution.

### **Scope**

Institution wide.

### **Duties**

Essential: Assist faculty, staff and students with the processes and technology related to the capture, streaming, edit and production of multi-media material for institutional. Assist individuals and departments in the creation of presentation quality material by ensuring that the proper tools and processes are used in each instance. Ensure that appropriate copyright laws are adhered to in the use of multimedia and digital resources for the institution. Assist in the process of converting a large library of existing media and instructional resources developed by faculty into formats that can be incorporated into online courses. Supervise the OIT Media team and ensure the team is prepared to assist the campus in operational needs as it relates to the use of digital media. Provide material and resource coordination as well as equipment training for the OIT Media team. Assist end users by addressing and routing questions and inquiries on departmental policies and procedures. Assist in the development and maintenance of policies and procedures that ensure the effective working, security and integrity of systems and processes related to the production of digital media for the institution. Must be flexible to work nights and weekends. Responsible for the safety of others. Must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as assigned.

### **Supervision**

Received: Reports to CIO

### **Education**

Required: College degree and one year of experience working with digital media.

Preferred: College degree in media or artistic areas of study.

**Experience**

Required: Required: One year of experience with digital media in a higher education environment. Knowledge of modern computing systems; ability to organize work effectively with an understanding of organizational policies and activities; ability to sit, reach, sort, file, type, write by hand, operate a personal computer and perform data entry while performing essential functions; good communicator, both oral and written; ability to lift, hold and carry approximately 25 lbs.

Preferred: Familiarity with digital media in the higher education environment.

**Equipment/Skills**

Required: Knowledge of digital videography, photography; knowledge of desktop computing systems and associated software, such as MS Office, Adobe Creative Cloud applications, Apple FCPX; strong organizational skills; good communicator, oral and written; able to lift, hold and carry up to 25 lbs.

Preferred:

**Working Conditions**

Working Conditions

Usual: Office and outdoor

Special: May be required to work weekends

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: November 1, 2015