**JOB DESCRIPTION**

Manager of Media Technology

**Definition of Class**
This is a professional position in which the incumbent leads the Student Media Center’s technology efforts. The incumbent maintains department computers and computer systems, servers, websites and online functions; develops digital products and short- and long-term technology and equipment plans and strategies; trains students and staff in media technology; teaches website, technology and social media classes and workshops. The incumbent makes frequent decisions by exercising discretion and independent judgment and reports directly to the Assistant Director.

**Examples of Work Performed**
Ensures department computer system and servers run seamlessly on a daily basis enabling students to work in all media areas including newspaper, online, radio, yearbook and television.

Ensures optimum learning for students working in the newsroom.

Establishes and implements Student Media Center’s technology and digital strategies.

Develops short- and long-term technology and equipment plans for the department.

Maintains technology systems for the department to operate efficiently.

Serves as a liaison with vendors and IT to ensure maximum network efficiency and effectiveness.

Develops partnerships with external agencies to support department technology efforts.

Researches and recommends appropriate upgrades related to all aspects of media technology including best use of computer hardware and software.

Coordinates information flow and user interface of department website and server. Performs preventative maintenance and troubleshooting when needed; on-call nights and weekends.

Analyzes needs and possibilities for new technology. Processes necessary paperwork for equipment purchases. Maintains software and hardware inventory.

Develops, implements, and enforces technology usage and security policies for the department.

Stays abreast of developments related to media technology.

Coordinates and conducts faculty, staff, and student training on the use of new software applications.

May teach two courses per year in website, technology or social media; conducts workshops.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees technology efforts and systems maintenance for the Student Media Center.
2. Trains students and staff on the use of media technology.
3. Develops short- and long-term equipment and technology plans and strategies.
4. Researches and recommends appropriate upgrades related to all aspects of media technology.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SEES) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk or hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree in Business, Computer Science, Engineering, Telecommunications or a related field from an accredited college or university.

  AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/06/15

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