**JOB DESCRIPTION**

Broadcast Engineer

**Definition of Class**
This position is responsible for the installation, design, and operation of complex broadcast equipment for the Student Media Center’s television and radio stations. The incumbent trains students and staff on broadcast equipment use and teaches broadcast production classes and workshops, interacts with students in the classroom setting and in the field, creates departmental productions, assists staff and students with documentary projects, and maintains a system for checking equipment out to students for approved projects. Position reports to the Director of Student Media.

**Examples of Work Performed**
Performs complex technical duties involved in the design, installation, maintenance and operation of sophisticated production and broadcasting equipment.

Designs and maintains electronic and mechanical systems in accordance with federal regulations and professional standards for the Student Media Center television and radio operations.

Recommends purchase or modification of equipment for increased quality or efficiency in operation. Adjusts equipment as necessary to maintain quality broadcasts. Makes emergency repairs when necessary.

Obtains necessary licenses for broadcast.

Installs, maintains and operates digital transmitters.

Provides training and technical guidance on the proper operation of equipment. Works with students to set up and operate field transmission equipment outside the studio.

Implements and maintains processes for checking equipment out to students and protocol for maintaining an orderly equipment room.

Creates and assists with departmental productions, documentary projects and special assignments, to include editing, pre-production, production, post-production and meeting deadlines.

Assists with studio tours and projects for prospective students and their parents, visiting middle and high school classes, alumni, organizations, and others.

Teaches one production class per semester. Prepares curriculum and syllabus, teaches class, and grades course work.

Schedules and leads workshops for students and staff.

Inspects and tests transmission equipment, repairs and maintains transmission systems, and trouble-shoots equipment.

Coordinates with technical staff to install, operate, and maintain broadcast computers and networks.
Maintains equipment records and prepares and follows up on property audits.

Reviews and prepares technical reports, and creates and updates technical manuals and records.

Ensures compliance with FCC and other federal, state, local, and university regulations and polices.

Performs similar or related duties as assigned or required.

**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. Performs complex technical duties involved in the design, installation, maintenance operation and distribution of sophisticated production and broadcasting equipment.

2. Creates and assists with departmental productions, documentary projects, and special assignments.

3. Teaches production classes and conducts workshops.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) 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 Personnel Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions.

**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 100 pounds.
- **Vision:** Requirements of this job include close 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 use hands to finger, handle or feel objects, tools or controls; and climb or balance. The incumbent is occasionally required to stand; walk; sit; stoop, kneel, crouch or crawl; and reach.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s degree in Broadcast, Electrical or Computer Engineering, Computer Science, or related field.

  AND

- **Experience:** One (1) year experience related to the above described duties.

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

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unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.