JOB DESCRIPTION

Multi-Media Specialist

Definition of Class
This is a professional position in which the incumbent supports effective use of video, audio, graphical and other electronic media. Incumbent utilizes creative abilities and technical techniques in production of audio and video, web design, podcast development, and use of other media as required. Incumbent is also responsible for technology related needs of the department, by providing user support, troubleshooting technology problems, and maintaining technology related inventory.

Examples of Work Performed
Assists faculty and staff with integrating multimedia into teaching, learning, research, or other needs.

Works collaboratively with clients and faculty/staff to design, develop and deliver media projects.

Produces quality video and audio projects with attention to lighting, sound, shot composition, camera work, etc.

Converts, edits or encodes audio and video content as necessary.

Uploads podcasts to the web-site.

Interacts with departmental staff to determine web design and layout.

Develops, designs, edits, and maintains departmental web page and its content.

Stays abreast of new web-based techniques and technologies.

Makes recommendations to management regarding updates and changes in technology.

Provides technical and media support. Answers questions, troubleshoots, and resolves technology problems.

Maintains technology related inventory.

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. Provides multimedia technology support to faculty and/or staff.

2. Utilizes creative abilities and technical techniques in production of audio and video, web design, podcast development, and use of other media as required.

3.Develops and maintains departmental website.
**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 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 25 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 sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s Degree from an accredited four-year college or university.

- **Experience:**
  One (1) year 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.

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