Definition of Class
This is a non-supervisory position in which the incumbent assists with video projects relating to shooting, editing, organizing and coordinating the project from concept to completion; and operates general studio technical equipment.

Examples of Work Performed
Operates general studio technical equipment (e.g. Teleprompter, studio camera, video tape playback and audio board).

Assembles and organizes all videos, tapes, rundowns, and scripts used in live broadcasts.

Labels tapes according to standard procedures and maintains a tape inventory and raw footage library.

Assists videographer with video equipment for television broadcasts, including setting up camera equipment, monitoring sound, and disassembling equipment.

Assists writer with script schedules.

Monitors video tapes and tape machines for recording and playback quality.

Monitors satellite receiver, VCR and TV monitor for tape and viewing quality.

Generates billing forms and charges for client billing.

Assists staff with production schedules and appointments.

Participates in the shipping, receiving, and quality control of tapes and videos.

Schedules guests for live television broadcasts.

Serves as floor director/stage manager and facilitates the interaction between the studio and remote learning sites.

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. Assists with video projects relating to shooting, editing, organizing and coordinating the project from concept to completion.

2. Operates general studio technical equipment.
**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 50 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 reach with hands or arms; and use hands to finger, handle, or feel objects and controls; and sit. The incumbent is periodically required to stand and walk. The incumbent is occasionally required to run; climb, crawl; kneel, stoop, or bend; and maintain balance or equilibrium.

**Experience/Educational Requirements:**

- **Education:**
  Two years study at an accredited college or university
  AND

- **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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