

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1996**

**MULTIMEDIA SPECIALIST**

**FLSA STATUS: EXEMPT – PAY GRADE: 17 - C**

**GENERAL STATEMENT OF JOB**

The Multimedia Specialist designs and/or produces communications media (still, motion, graphic, video, sound, text) in a computer based environment, to be used by faculty, staff and students in an interactive, study and/or presentation mode. Employees in this class provide technical and design support for the campus Faculty Resource Center.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Create modules and computer graphics.

Digitalize images and sounds to various file formats; sets up and troubleshoots computer hardware; install, update and troubleshoot software.

Sets up, directs and switches multi camera video programs; participate in productions including shooting, audio and engineering.

Provide assistance to the Faculty Resource Center with software and technical support.

Create multimedia productions and animations in a digital environment; produce medial elements and database.

Demonstrate high level of command of a variety of applications software, including video editing software, video and still graphics software and related applications.

May supervises subordinate personnel; act as liaison.

Advise and assist in the evaluation and distribution of computer data and software.

Research and/or learn new hardware and software.

Maintain equipment and supplies; build image databases.

Troubleshoot and repair equipment in the smart classrooms and auditoriums.

Perform related duties as required.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator or designee.

**SUPERVISION EXERCISED**

Employee may act in a lead capacity.

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### **MINIMUM QUALIFICATIONS**

Requires a high school diploma or high school equivalency supplemented by two (2) years of related experience.

### **PREFERRED QUALIFICATIONS**

Requires an Associate's degree from an accredited institution supplemented by demonstrated computer based multimedia production portfolio, on video tape, showing evidence of mastery of computer based video editing and graphics and five (5) years of experience in media production and ability to work on both MS-DOS and Apple platforms.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Some tasks involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand eye coordination are important ingredients of safe and/or productive operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize college algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating computer based multimedia equipment and machinery.

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**Manual Dexterity:** Requires the ability to handle a variety of computer based multimedia equipment and machinery, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions but may require exposure to extreme heat/cold or extreme weather conditions.

Revised: 10/02; 8/05