Job Title: Digital Media Coordinator

BCAT Code: 09MX03          Effective Date: April 1, 2007
Pay Grade: G17   FLSA Status: Exempt          Revision Date: July 1, 2013

Job Description
Oversees and manages the film and video equipment and activities at Georgia State University (GSU), such as the graduate and undergraduate film and video equipment, the editing rooms, the blue screen production studio, and the digital arts and entertainment lab.

Job Duties/Responsibilities
- Manages the graduate and undergraduate film and video equipment check-out.
- Supervises and schedules audience research and production activity.
- Oversees the Supply Card budget.
- Researches and recommends equipment upgrades for digital production.
- Serves on the equipment committee for the Department of Communication.
- Consults with faculty to ensure the availability of all necessary equipment.
- Serves as subject-matter-expert and liaison on film and video equipment and activities.
- Ensures the functionality and security of the equipment.
- Trains and supervises the staff on processes, the equipment use and maintenance.
- Performs other digital media duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of film and video production equipment and labs.
- Knowledge of computer operations and software, such as spreadsheets, word processing, presentations, graphic design, educational software, and databases.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources          Classification Section