Job Title: Video Analyst, Lead

BCAT Code: 09OP17  Effective Date: April 1, 2007
Pay Grade: G20  FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description
Provides advanced level coordination and support of videoconferencing and teleconferencing activities used on a routine basis for either administrative or educational purposes.

Job Duties/Responsibilities
- Installs, maintains, configures, and upgrades videoconferencing hardware and software.
- Participates in the purchase of videoconferencing hardware and software.
- Manages all creative elements in the production, editing and distribution of a video.
- Provides University videoconferencing services technical and administrative support to staff and faculty.
- Schedules and monitors video teleconferences.
- Documents the maintenance conducted on videoconferencing hardware and software.
- Oversees the performance of basic system maintenance on all equipment, such as production and post-production equipment.
- Attends self-development training sessions.
- Develops the content for the University display monitor networks.
- Maintains the database inventory or property control of videoconferencing hardware and software.
- Performs other professional level Video Analyst duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of the Windows operating system, voice response systems, and programming languages.
- Knowledge of videoconferencing hardware and software.
- Knowledge of data processing, video conferencing, teleconferencing principles, practices, and equipment.
- Effective time management, customer service, analytical, and organizational skills.
- Ability to multi-task, train staff, and use independent judgment.
- 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