Georgia State University

Job Specification

Job Title: Video Analyst, Manager

BCAT Code: 09OX76  Effective Date: June 1, 2011
Pay Grade: G22   FLSA Status: Exempt  Revision Date: July 1, 2013

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

Examples of Duties
- Provides leadership for the engineering, design, and modification of centrally managed audio or visual capture and playback devices, projectors, digital video recorders, printers, copiers, sensors, and controls.
- Provides leadership for the engineering, design, and modification of the physical design of a facility, the selection, implementation and repair of IT equipment racking systems, for cable management, etc.
- Supervises technical staff and analysts.
- Tracks and analyzes relevant technology trends.
- Prepares recommendations and cost estimates for new technologies.
- Mentors and develops staff to meet the changing technology requirements of the University.
- Performs other related 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 GSU 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