Job Title: Digital Media Specialist

BCAT Code: 09MX47  Effective Date: August 1, 2015
Pay Grade: G14  FLSA Status: Exempt
Job Family: Communication/Marketing Services

Job Description
Assists faculty and staff in the design and development of a variety of media production for learning and instruction.

Job Duties/Responsibilities
- Provides digital video editing services; video streaming and digital editing projects.
- Conducts workshops and training seminars to assist faculty use technology effectively.
- Videography services.
- Assists faculty and staff in the development of learning objects and open educational resources
- Provides support for audio recording (including script-writing and editing).
- Acts as a resource in emerging information communications technologies for learning and instruction.

Knowledge, Skills, and Abilities
- Knowledge of film and video production equipment and services.
- Knowledge of graphics, video and audio editing and media development.
- 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 two 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.