
Auburn University Job Description

Job Title: **Asst Dir, Eng Media Rsc Ctr**

Job Family: No Family

Job Code: **AC14**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Directs and oversees the production and distribution of multimedia materials for outreach and/or education programs.

Essential Functions

1. Directs and oversees the video production of graduate courses and ensures the quality of final products.
2. Participates in strategic and operational planning of video production to include identifying and recommending video and instructional technologies.
3. Plans and initiates Outreach sections in the Banner system for each department offering distance learning courses each semester.
4. Provides input into the development, implementation, and upgrades of distance learning video streams; works collaboratively to identify and resolve problems.
5. Manages the day-to-day operations of video resources scheduling and staffing.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Communications, Public Relations, or related field
Experience (yrs.)	5	Experience in coordinating and utilizing electronic resources

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of media/video technology

Certification or Licensure Requirements

None required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 9/16/2013
