
Auburn University Job Description

Job Title:	Asst AD, Video Services	Level I	Grade 36 \$59,700 - \$99,600
Job Code:	BA63	Level II	Grade 37 \$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Manages and oversees the creative and technical production of video content for all sports programs of the Auburn University Athletic Department.

Essential Functions

1. Manages and supervises the creation of digital motion graphics, intro videos, commercials, highlight packages, and other video productions.
2. Responsible for the initial and ongoing collaboration and integration of the video services department and the SEC Network.
3. Manages and oversees the daily operations and personnel of the video services department to include recruiting and developing talent for AU-produced SEC Network digital content.
4. Coordinates live and post production videos for all sports programs and provides engineering support for production facilities and equipment.
5. Oversees multimedia-based curriculum for the Auburn University School of Journalism.
6. Acts as liaison to the Auburn IMG Network to incorporate corporate sponsorship fulfillment.
7. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 5 years of experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to staff and coaches.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields	Bachelor's degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position plus 5 years of experience.

Level II Bachelor's degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

Focus of Education

Degree in Communications, Radio Television and Film, Broadcast Journalism, Engineering, or related field

Focus of Experience

Experience in multimedia or video production services, preferably related to a sports program

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

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.

Certification or Licensure Requirements:

None Required

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/5/2013
