
Auburn University Job Description

Job Title:	Spec, Media Production	Level I	Grade MC06 \$37,000 - \$55,500
Job Code:	OC32	Level II	Grade MC07 \$41,600 - \$62,400
FLSA status:	Exempt	Level III	Grade MC09 \$50,600 - \$81,000
		Level IV	Grade MC10 \$54,800 - \$93,200

Job Summary

Provides creative, technical, and service related support for a range of media technologies.

Essential Functions

1. Provides technical design and implementation as well as creative input and design.
2. Participates in projects and cross functional activities related to technical and creative needs of the media and/or projects.
3. Provides quality control of production processes including (but not limited to) monitoring and improving the technical quality of the product, the speed of delivery, and the interaction of staff and clientele, and product reliability.
4. Provides service support for media technologies including (but not limited to) film broadcast television, complex computer animations and special effects, authoring, computer, internet and graphic applications.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 standard and non-standard tasks in assigned area. May be assisted by entry/junior or intermediate level personnel. Assignments are broad in nature, requiring originality and ingenuity. Has appreciable latitude for unreviewed action or decision.	Possesses and applies a broad knowledge of IT principles, practices, and procedures, including hardware, software and networks, with in-depth knowledge and skill in the application of information and media technology to instruction. Ability to troubleshoot both standard and non-standard issues.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under minimal supervision, plans, conducts and/or supervises assignments. Reviews progress and evaluates results. Plans and assigns personnel for given projects or tasks. Recommends changes in procedures. Operates with substantial latitude for unreviewed action or decision. Reviews progress with management.	Possesses and applies comprehensive IT knowledge and in-depth knowledge and skill in the application of information and media technology to instruction. General understanding of instructional methods, such as distance learning.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Plans and conducts assignments, generally involving the larger and more important projects or more than one project. Reviews progress and evaluates results. May lead or direct projects. May act in liaison capacity with other departments, divisions, and organizations. Evaluates progress and results and recommends major changes in procedures. Operates with considerable latitude for unreviewed action or decision.	Possesses and applies comprehensive knowledge of particular field of specialization to the completion of significant assignments. Deep understanding of instructional methods, such as distance learning and technology enhanced classrooms. Has well-developed leadership qualities. Crosses fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
IV	Plans, conducts and directs research and/or development work on complex projects necessitating the origination and application of new and unique approaches. Plans and directs projects and supplies technical inspiration, leadership and consultation to professional co-workers. May represent the organization in outside discussions and technical forums. Generally works with wide latitude for unreviewed action or decision.	Possesses and applies an advanced knowledge of instructional technology to the planning and completion of projects of major complexity. Must have achieved recognized standing in professional field through original contribution.	Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years 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 with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Communications, Broadcasting, Film or Television Production, Computer Graphics or related field

Focus of Experience

Experience providing creative, technical, or support services for various medias.

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

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 12/15/2011
