Classification Specification for Classified Service

Title: Multimedia Production Assistant

Pay Scale Group: 71 E

Essential Function

Under general supervision from a designated administrator, create multimedia programs that meet academic and administrative goals.

Characteristic Duties

Develop and execute multimedia presentation proposals that incorporate appropriate technical and media elements;

Develop detailed production plans for multimedia projects including staff, budget, facility, contracted services and productions schedules;

Develop multimedia and/or computer based interactive instruction applications and material that include such elements as moving video, sound, computer animation, and text for faculty use in classrooms and tele-classrooms;

Functions as a producer and director for multimedia projects ensuring coordination of all media and technical elements including narration, computer graphics, audio and visual effects, recording, mixing and transmission as appropriate to the project;

May also work in conjunction with multimedia production assistants;

Other related duties as assigned.

Minimum Qualifications

Bachelor's degree in Computer Science, Information Technology, Engineering, or related degree; -OR- an Associate's degree with two (2) years of experience; -OR- four (4) years' experience. Experience and/or training include basic to intermediate level experience; experience may include related certifications. Possesses working knowledge of commonly-used concepts, practices, and procedures related to network hardware and software and contributes through support, using established processes, methods, and systems.