

University of Houston – Clear Lake

Position Description

Job Title: **Multimedia Specialist II**

Job Code: **3963**

Pay Grade: **004**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Art, Design, Education, Instructional Technology, Television Production or related field.	Master's degree in Instructional Design, Communication, Television Production, New Media, or the equivalent.
Experience	One year of experience in the development of multimedia productions	Additional years of experience in the development of multimedia productions.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Multimedia Specialist II creates multimedia and/or new media projects which may include video productions for tape or broadcast, computer-based training on CD-ROM, or on-line instruction on the Web. The Multimedia Specialist II consults with faculty on ways to reshape their teaching processes with technology. The Multimedia Specialist II works with instructional designers and faculty members to conceptualize the contribution of multimedia to a learning environment.

Duties and responsibilities	% Time
Create multimedia elements of text, graphic arts, animation, sound, music, video, still photography, and so forth to accomplish an instructional goal. Consults with faculty to find ways that multimedia can enhance the value of instructional materials.	30
Using computer-based authoring and scripting tools, prepare multimedia projects.	30
Assists in the multimedia production and postproduction process, including digital videography, lighting, sound recording, and digital non-linear editing.	20
Creates new media titles from initial concept through scripting, storyboarding, production, and distribution.	10
Maintains fluency with how multimedia or new media fits into the instructional design, web development. Other duties as assigned by the multimedia Producer, director and/or assistant director.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.