

University of Houston – Clear Lake

Position Description

Job Title: **Multimedia Specialist III**

Job Code: **3971**

Pay Grade: **005**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Instructional Design with a Bachelor's degree in Communications, Television Production or related field.	Additional course work in multimedia or new media design, development, and production.
Experience	Three years of experience in the development of multimedia productions.	Five 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 III coordinates and directs production of multimedia and/or new media projects which may include video productions for tape or broadcast, computer-based training on DVD/CD or on-line instruction on the Web. The Multimedia Specialist III works with instructional designers and faculty members to conceptualize the contribution of multimedia to a learning environment. The position includes working with university personnel on various projects that will benefit the university.

Duties and responsibilities	% Time
Design and develop multimedia instruction that integrates a wide variety of instructional resources to meet the instructional needs. Create software using text, graphic arts, animation, sound, music, video, and so forth to accomplish an instructional goal. Author multimedia projects using computer-based authoring and scripting tools. Produces multimedia elements including sound, video, music, animation, and photography for inclusion in CD/DVD, Web-based training, and other university projects.	30
Oversees the production and postproduction process in the creation of video elements, including digital videography and digital non-linear editing.	30
Produce new media titles from initial concept through scripting, storyboarding, production, and distribution.	20
Provides mentoring and assistance to fellow staff who are engaged in the multimedia process.	10
Researches and analyzes industry trends and maintain knowledge of emerging new media or multimedia technologies. Assembles a multimedia project team, as needed by recruiting and evaluating professionals who have skills in needed areas. Maintains fluency with how multimedia or new media fits into the instructional design, web development. Other duties as assigned by the director and/or assistant director.	10

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