JOB INFORMATION

Effective Date	10/22/2021
Job Code:	3971
Job Title:	Multimedia Specialist III
Salary Grade/Structure:	006 - Computing
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	IT Support
Job Summary	The Multimedia Producer 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 Producer 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.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	in Instructional Design with a Bachelor's degree in communications, television production or related field	Required	
High School Diploma or GED	Additional course work in multimedia or new media design, development, and production	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years of experience in the development of multimedia productions	Required	
Considerable	years of experience in the development of multimedia productions	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Expert knowledge of video and film production techniques, including composition skills, lighting skills, perspective, videography, chromakeying, recording sound, color, resolution, and motion steadiness.	Skilled
• Expert knowledge of video cameras, digital non-linera editors, sound capture, microphones, and other multimedia devices.	Skilled
• Expert knowledge of compression and decompression techniques, hardware, and software.	Skilled
• Knowledge of various instructional systems design models and the ability to fit design models into projects and multimedia elements into design models.	Skilled
• Knowledge of Web design and development, including the ability to integrate multimedia elements into a Web site.	Skilled
• Ability to work effectively with a variety of people including clients, artists, technicians, and executives.	Skilled
• Ability to communicate both orally and in writing in English.	Skilled
• Author digital media using current digital and graphic media software. Computer proficiency with PC and various digital media devices.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority   ☐

Remote Work Capable   ☐

Essential Functions

Essential Function	% 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, an 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%
• Produce new media titles from initial concept through scripting, storyboarding, production, and distribution.	20%
• Oversees the production and postproduction process in the creation of video elements, including digital videography and digital non-linear editing.	30%
• Assembles a multimedia project team, as needed by recruiting and evaluating professionals who have skills in needed areas.	5%
• Researches and analyzes industry trends and maintain knowledge of emerging new media or multimedia technologies.	5%
• Provides mentoring and assistance to fellow staff who are engaged in the multimedia process.	10%
• Maintains fluency with how multimedia or new media fits into the instructional design, web development.	0%
• Other duties as assigned by the director and/or assistant director.	0%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

Multimedia Specialist III   03/14/2024