

**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	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>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.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Produce new media titles from initial concept through scripting, storyboarding, production, and distribution.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Oversees the production and postproduction process in the creation of video elements, including digital videography and digital non-linear editing.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Assembles a multimedia project team, as needed by recruiting and evaluating professionals who have skills in needed areas.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Researches and analyzes industry trends and maintain knowledge of emerging new media or multimedia technologies.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Provides mentoring and assistance to fellow staff who are engaged in the multimedia process.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Maintains fluency with how multimedia or new media fits into the instructional design, web development.</li> </ul>	0%
<ul style="list-style-type: none"> <li>Other duties as assigned by the director and/or assistant director.</li> </ul>	0%

## PRE-EMPLOYMENT

Criminal History:	Yes
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## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

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

### Travel Requirements

Estimated Amount	Brief Description