

Job Description

Position Title: Coordinator, Multimedia

Job Group: Media and Digital Media Production

Job Level Group: Professional Entry

FLSA Status: Exempt

Position Summary:

The Coordinator, Multimedia designs, implements, installs, operates, maintains, and manages all video and streaming systems, operational workflows, editing, and archival storage systems. Builds social media platforms using growth and marketing techniques to push developed media to the potential student population and drive traffic to Pima Community College.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops multimedia educational content from planning and coordination to execution.
2. Designs, installs, and maintains multimedia systems; produces and streams videos.
3. Edits audio, video, and other post-production work as it pertains to the completion and delivery of educational and marketing media for online use.
4. Researches emerging technologies, analyzes use cases, negotiates reasonable costs, obtains demos for testing prior to purchasing, and assists use and implementation.
5. Assists with PowerPoint and presentation media and moderates presentations as needed.
6. Markets social media and develops strategy for multimedia content.
7. Manages department billing, purchasing, and inventory; archives footage and department records.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge of project management principles
4. Knowledge and application of various instructional methodologies

5. Skill in effective communication (both written and oral)
6. Skill in organization, coordination and management
7. Ability to adapt to a rapidly changing technical environment
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position
9. Ability to work with independently as well as in a team environment

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
 - Up to One (1) year of related experience required.
 - One (1) to Three (3) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On call rotation duties
- Works some evenings and weekends