

Job Description

Position Title: Media Specialist

Job Group: Media and Digital Media Production

Job Level Group: Support Senior

FLSA Status: Non-Exempt

Position Summary:

The Media Specialist logs, codes, tracks, and verifies correct account information. Notifies multiple departments of billable services coming into Media Production and Publications and Print Services. Prepares monthly billing for submission to business services. Tracks purchase orders and processes invoices. Performs data set up and prepares various files for printing or importing into design application.

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. Logs, codes, tracks, and verifies correct account information. Notifies multiple departments of jobs that come into Media Production and Publications and Print Services.
2. Performs billing for all Media Production and Publications and Print Services jobs completed on a monthly basis. Prepares completed monthly billing in Banner format to be submitted to Business Services for entry into Banner for charge backs every month. Returns billed, completed requests to the original requestor.
3. Performs typesetting for various documents such as business cards, letterhead, flyers, booklets, posters and prepares files for printing or arranges printing at an approved vendor.
4. Performs setup of Variable Data for import into InDesign program for completion of College Diplomas, certificates, mailing labels, and other printing.
5. Creates interactive, Americans with Disabilities Act (ADA) compliant, .pdf forms for posting to the College home page.
6. Answers main phone line and email account. Provides directory and departmental information.
7. Assists as a backup to Print Services operations.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of business management and fiscal practices

3. Knowledge of internal and external customer service principles and practices
4. Skill in organization, coordination and management
5. Skill in effective communication (both written and oral)
6. Ability to apply effective and accurate data entry and typing skills

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

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.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

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

- High school diploma or GED or a closely related field of study required.
 - Associates or Technical training in a related field preferred.
 - Three (3) to Five (5) years of related experience
- 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