

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Media Coordinator  
Code: 18532  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: Provides professional and technical skills in coordinating the production of instructional and/or publication media for faculty and staff.
- Scope: Responsible for providing media development services to faculty and staff regarding the effective use of multimedia tools and World Wide Web software and the coordination of these services.

## *Duties*

- Typical:
  1. Provides professional and technical skills in coordinating the production of various forms of media to include managing the operation of the media lab; provides expert advice and counsel to faculty, staff, and students in the appropriate use of new media software and hardware, in support of academic multimedia and Internet development projects; uses multimedia equipment and software for development of presentations, training materials, images, logos, and designs for published or printed material.
  2. Provides supervisory skills to include assigning tasks and setting deadlines; schedules and manages project work; oversees staff in software loads, routine maintenance, projects, assignments; and maintains accurate records for all projects and equipment.
  3. Provides professional advice and supervision in the selection of new media equipment, software, and supplies; serves as the contact person for all media development services and techniques; and designates, acquires, and sets up special equipment.
  4. Performs other duties as assigned.
- Periodic:
  1. Designs, develops and teaches training seminars in using new media tools.
  2. Develop multimedia and World Wide Web products.
  3. Assist in the presentation of academically related productions and special events.

***Education***

<b>Required</b>	<b>Preferred</b>
Master's degree in instructional technology, information systems or a related communications field.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Tact, diplomacy and discretion required in all matters.	N/A
Excellent verbal and written communication skills.	
Demonstrated effective interpersonal skills.	
Independent decision making and problem solving ability.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of experience. (Directly related experience may be substituted for the required education.)	Six months of multimedia experience and related computing systems experience.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Knowledge of personal computers and business and multimedia software, standard office equipment and all types of multimedia related equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment	Occasional evening, weekend, or holiday hours may be required. Some travel may be required for professional development.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from departmental supervisor.	Provides general supervision of support staff.

***Accuracy***

Accuracy in the use of tools and equipment, thoroughness in the application of safety principles.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.