

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Multimedia Specialist I  
Code: 18656  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide technical skills supporting the development, operation, design, installation and maintenance of online learning multimedia content
- Scope: Responsible for preparing, operating, developing, editing, uploading and maintaining non-linear video, graphics and other multimedia content in the online learning environment

## *Duties*

- Typical:
  1. Develops and edits multimedia based layouts, graphics, animation, video, sound and content for use in online learning.
  2. Creates, edits and updates online learning lessons using various content management systems
  3. Sets up, operates, maintains and troubleshoots equipment e.g., projectors, monitors, cameras, camcorders, microphones, etc.
  4. Records presentations for future video projects
  5. Edits videos gathered from events, presentations, or special assignments
  6. Distributes digital production through appropriate online distribution channels (HelixServer, YouTube channel, iTunes, CMS, etc)
  7. Converts media to the specified format desired by hosting site
  8. Creates screen captures for online learning modules
  9. Remains current in instructional technology
- Periodic:
  1. Assists in the evaluation processes of online learning
  2. Recommends new purchases in multimedia equipment and instructional software
  3. Participates in brainstorming sessions by helping to inspire, assist, and clarify online learning
  4. Researches and learns new software and adapts to changes in technology

5. Provides support for testing individual modules
6. Helps staff with questions regarding media technology, visual presentation, etc.
7. Other duties as assigned

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelors Degree from an accredited institution	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Able to work in a collaborative team environment. Able to work individually on multiple projects in a deadline-driven environment. May be required to work extended hours on some occasions.	NA

***Experience***

<b>Required</b>	<b>Preferred</b>
One year working experience developing and editing multimedia based layouts, graphics, animation, video and sound. Experience in using graphic design tools to create/edit multimedia assets. Experience operating audiovisual equipment, editing videos and distributing digital content through variety of channels.	Knowledge of and experience in working with HTML and/or CSS. Familiarity and experience in working with applications from the Adobe Master Collection Suite. Experience in working with screen-capture software such as Captivate and Camtasia. Experience in authoring content to a Learning Management System such as Blackboard or Moodle. Familiarity with various current Web and/or database programming languages. Bilingual (English/Spanish). Some experience with 3-D modeling software such as Blender or Maya and simulation development.

***Equipment***

<b>Required</b>	<b>Possible</b>
Use of standard office equipment and proficiency in using standard audio/visual equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions. Able to lift up to 50 pounds of equipment.	May be required to travel between campuses.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from supervisor.	None.

***Accuracy***

Proficiency in all phases of the duties performed.

***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.