

University of Central Florida
Class Specification
Administrative and Professional

Associate Director Engineering

Job Code: 2595

Collective Bargaining Status: Out-of-Unit

Effective Date: 05/02/08

Description

Responsible for the engineering unit in Instructional Resources.

Oversee engineering and multimedia technicians who install, maintain, and repair audiovisual equipment, delivery systems, multimedia classrooms, satellite TV facilities, film projectors, VCRs, television monitors, slide projectors, and audio tape recorders for the University.

Oversee the maintenance and operation of two-way interactive video facilities which link the main University campus to its branch campus locations and other distance learning sites.

Oversee technical support for videoconferencing.

Consult with departments regarding audiovisual equipment purchases and installations, and requirements for new or renovated instructional classrooms.

Minimum Qualifications

Bachelor's degree and five years of information technology experience.

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Class Specification
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Multimedia Purchasing and Property Manager

Job Code: 2596

Collective Bargaining Status: Out-of-Unit

Effective Date: 05/02/08

Description

Evaluate video, audio, digital media, and multimedia equipment for purchase.

Recommend video, audio, and other multimedia equipment purchases to departments.

Coordinate the purchase of multimedia equipment.

Maintain multimedia equipment inventory.

Monitor and track the use and location of multimedia equipment.

Assist colleges in the selection of multimedia equipment for new instructional classrooms.

Minimum Qualifications

Bachelor's degree and two years of information technology experience.

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Senior Multimedia Specialist

Job Code: 2593

Collective Bargaining Status: Out-of-Unit

Effective Date: 05/02/08

Description

Act as technical lead over Multimedia Specialists.

Train university faculty and staff in the use of Instructional Television (ITV), videoconferencing, video streaming, and audio services.

Maintain the budget for interactive video services, classroom and conferences and for equipment purchases for classroom improvement projects and new construction.

Coordinate the scheduling of ITV classes and video conferences for the University.

Coordinate facilities planning for instructional resources projects and equipment installation.

Work with other instructional resources staff to select ITV equipment for classrooms, video conference rooms, and other video delivery projects.

Work with engineering staff to design classroom and conference room control panel interfaces.

Work with other instructional resources staff to plan the transition of the university's microwave and ITFS technologies to EBS (Educational Broadband Service), WiMax and wireless broadband services.

Minimum Qualifications

Bachelor's degree and two years of information technology experience.

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Multimedia Specialist

Job Code: 2592

Collective Bargaining Status: Out-of-Unit

Effective Date: 05/02/08

Description

Consult with departments to assess and recommend video, audio, and other electronic media production requirements for presentations, distributed learning, lectures, research, and other educational projects, special events, and public relations projects.

Produce video and audio-based media for digital media, multimedia, DVDs, CD video, audio, and video tape programs and productions.

Work with instructional design staff to coordinate media projects.

Evaluate and select digital media systems and equipment.

Operate interactive video, close circuit, DVA, CD-ROM, web casts, video streams, and video tape distribution.

Minimum Qualifications

Bachelor's degree and one year of information technology experience.

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Graphics Specialist

Job Code: 2591

Collective Bargaining Status: Out-of-Unit

Effective Date: 05/02/08

Description

Consult with departments to assess and recommend graphic design needs and requirements for websites.

Design, select, and create website graphics and visual elements.

Minimum Qualifications

Bachelor's degree and one year of information technology experience.

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Video Production Specialist

Job Code: 2594

Collective Bargaining Status: Out-of-Unit

Effective Date: 05/02/08

Description

Consult with departments to assess and recommend video production requirements for presentations, distributed learning, lectures, research, educational projects, special events, and public relations projects.

Produce video tape programs and productions.

Work with instructional design staff to coordinate video projects.

Evaluate and select video media systems and equipment.

Operate video, close circuit, web casts, video streams, and video tape distribution equipment.

Minimum Qualifications

Bachelor's degree and one year of information technology experience.