



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Broadcast Technologist

Job Code: 010

Overtime Pay: Eligible

Primary Responsibility

This is work coordinating technical operations in a radio, video, or television station or studio.

Typical Tasks

Develops schedules and executes a preventative maintenance program for broadcast equipment.

Plans, researches, and proposes new equipment purchases.

Maintains equipment, maintenance, and required records.

Designs new systems and proposes changes to existing ones.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Certain positions allocated to this class may require individuals to possess a specific type of Federal Communications Commercial Radio Operator license.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Broadcast Technologist
Job Code: 009

Overtime Pay: Eligible

Primary Responsibility

This is work repairing and maintaining radio, video, or television broadcasting equipment.

Typical Tasks

Installs mechanical and electronic equipment.
Repairs broadcasting equipment.
Maintains equipment and supply inventories.
Records time and materials used per project.
Sets up equipment for remote broadcast.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Certain positions allocated to this class may require individuals to possess a specific type of Federal Communications Commercial Radio Operator license.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Broadcast Specialist
Job Code: 006

Overtime Pay: Eligible

Primary Responsibility

This is technical work providing support to radio, video, or television productions.

Typical Tasks

Researches, writes, and edits scripts.
Selects, acquires, and maintains a library of program materials.
Sets up production equipment.
Assists with technical arrangements and production programming.
Assists with talent or guest searches.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Broadcast Technician
Job Code: 008

Overtime Pay: Eligible

Primary Responsibility

This is work operating studio or transmitter broadcast equipment.

Typical Tasks

Sets ups and operates radio, audio, or video equipment.
Maintains equipment inventory records.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Broadcast Production Program Assistant

Job Code: 194

Overtime Pay: Eligible

Primary Responsibility

This is technical work setting up broadcast production facilities.

Typical Tasks

Positions television cameras, lighting and sound equipment, and visual materials for video or audio productions.

Prepares broadcasting facilities and personnel schedules based on program schedules.

Collects, distributes, and transcribes audio or video tapes.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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