



Job Specification

Job Title: Digital Media Coordinator
BCAT Code: 442X AC
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Description

Provides oversight and management of film/video equipment and activities at GSU. This includes graduate and undergraduate film/video equipment, editing rooms, blue screen production studio, and digital arts & entertainment lab.

Job Duties/Responsibilities

- Manages the graduate and undergraduate film/video equipment check out.
- Supervises and schedules audience research and production activity.
- Oversees the Supply Card budget.
- Researches and recommends equipment upgrades for digital production
- Serves on the equipment committee for the Department of Communication.
- Consults with faculty to ensure availability of all necessary equipment.
- Serves as subject-matter-expert and liaison on film/video equipment and activities.
- Ensures the functionality and security of equipment
- Trains and supervises staff on processes, equipment use and maintenance.
- Performs other digital media duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of film and video production equipment and labs.
- Knowledge of computer operation and software (spreadsheets, word processors, presentations, graphic design, educational software, and databases).
- Ability to multi-task, pay attention to detail.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards

Bachelor's degree and four years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.