Job Description – Student Digital Media Specialist

Primary Role:

The Student Digital Media Specialist will be the primary leader in the use of digital media for marketing, academic support, and campus-supported endeavors. The primary role will involve the development of finished digital media projects, maintenance of centers and institutes web presence, and any other duties as assigned. This position is ultimately responsible for the creation and supply of digital media projects for the Corrections Institute.

Typical Duties and Responsibilities:

1. Direct, edit, & duplicate video productions.
2. Consult and advise faculty on the use of digital media in the classroom.
3. Work with the CECH IT department in support of their digital media.
5. Perform related duties as assigned.

Supervision Required/Given:

This position is supervised by the Corrections Institute Director and Associate Director under general guidelines and direction and must be able to work cooperatively and collaboratively with others.

Position Qualifications:

1. Knowledge and abilities normally acquired through a Bachelor’s Degree in a digital media related discipline or equivalent combination of education and work experience.
2. At least 2 years experience with exposure to digital media manipulation
3. Solid knowledge of Photoshop, Final Cut Pro, Final Cut X, Compressor, DVD Studio, in addition to familiarity with consumer level applications like iMovie, GarageBand, MovieMaker, and Articulate.
4. Familiarity with narrative and illustrative conventions and techniques in temporal media. Ability to consult and provide compositional guidance to faculty, students and staff on media projects.
5. Ability to work closely with various members of the college community in concept and project development to meet their needs.
6. Very strong photographic, videographic skills
7. Ability to plan and schedule complex productions and meet deadlines.
8. Very strong interpersonal communication skills. Ability to communicate technical information to non-technical personnel. Must also demonstrate experience working in a team-oriented environment.
9. Experience with both PC’s and Mac’s a plus as well as a wide variety of software applications.

Interested applicants should email a resume to John Schwartz at John.Schwartz@uc.edu.