

## Media/Photography

### Job Classification

Media/Photography I

Media/Photography II

Media/Photography III

Media/Photography IV

### Pay Grade

2

3

5

7

### Education/Experience Requirements

3 months of related experience or equivalent combination of relevant education and experience

High school diploma

Bachelor's Degree in relevant field

Bachelor's Degree in relevant field

1 year of related experience or equivalent combination of relevant education and experience

### Common Activities

Transports and sets up a variety of audio/visual equipment

Sets up and operates multimedia presentations

Consults with faculty and staff on software and hardware use

Creates and directs productions that require proficiency in a variety of media

Positions, installs, and connects equipment

Prepares monthly logs of equipment charges against various departments

Assists in routine maintenance and minor repair of equipment

Consults with faculty, staff, and other clients to produce programs

Makes minor adjustments and repairs to equipment

Maintains adequate and up-to-date pool of audio/visual equipment

Assists in media productions by selecting media, arranging sets, and scheduling shoots

Recommends to supervision change that should be made to applicable video, software, and hardware

Coordinates equipment operation with material presented

Supervises special presentations

May coordinate other staff or be responsible for a specific function or project

Writes and maintains computer operator instruction manual

Performs skilled technical work in the area of general and specialized health sciences photography and film processing

Supervises assembly crews and technicians assigned to project

Directs all staff assigned to projects

**Organizational Impact**

The results of actions have only a minor impact on a department's operations. Individuals actions are limited to a single work area and do not affect the overall finances of that area.

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The results of actions may have a measurable impact on operations or finances within a work group.

**Problem Solving**

The job consists of repetitive manual tasks that are covered by specific procedures or close supervision.

Performs standardized tasks that are covered by systems, procedures and available supervision. Problems are easily recognized and are solved with prescribed solutions. Supervision is present to assign and review work, address exceptions, and answer questions.

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of policies and procedures and generally accepted principles. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

**Supervision**

No Supervision

No Supervision

No Supervision

Interviewing, orientation, training, work assignment and review, input into performance appraisal for temporary employees, students, volunteers, and non-exempt employees.

**Contact Level**

Limited interaction within and outside the University. Individual will respond to requests for services.

Routinely answers questions and provides information and data requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to supervisor.

Interacts with faculty, staff, and other clients within the University to determine their needs.

Interacts with various levels within or outside the University. This interaction may include coordinating projects, determining needs, and recommending the course of action.

**Financial Budget**

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

Compiles data for preparation of budget. Has no authority to sign for materials or supplies.

Compiles data for preparation of budget. Has no authority to sign for materials or supplies.

Analyzes data, verifies figures, identifies and discusses questions or discrepancies, and monitors project expenditures.