Media Specialist II (0490)

**Basic Purpose/Job Function:** Coordinating media-related activities associated with the University’s radio station, instructional television, cable television, video and audio production facilities.

**Examples of Titles Replaced:** Chief Engineer; KGOU Radio; Coordinator, Athletic Radio/TV Broadcast

**Typical Functions May Include:**

1. Coordinating and publicizing specials, radio programs, special events, presentations, public affairs programs, video conferences and/or news conferences
2. Instructing and supervising staff and students on production, procedures and systems
3. Coordinating technical operations
4. Maintaining equipment and property inventory; coordinating the purchase of new broadcast equipment
5. Assisting in the development of bids and contracts associated with radio and television coverage
6. Researching, writing, producing and directing broadcasts and/or video shoots
7. Supervising all activities connected with pre- and post-production of programs/presentations
8. Monitoring quality of production; editing tapes and resolving production taping/video problems
9. Consulting with clients for specific broadcast requirements
10. Providing logistical arrangements, cost estimates and staff and equipment scheduling; securing needed materials and/or services and monitoring production, project progress and timelines
11. Maintaining records and preparing reports as required
12. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** Supervises broadcast and production staff and student personnel.

**Supervision Received:** Receives general supervision from designated supervisor.
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Minimum Qualifications:

**Education:** Bachelor’s Degree

**Experience:** 18 - 36 months

**Skills:** Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills

**Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials

**Licenses:** Determined by the nature of the position and/or department

**Certifications:** Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.