Media Specialist I (0414)

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

**Examples of Titles Replaced:** Broadcast Engineer; Manager, KGOU Operations; Video Producer/Director

**Typical Functions May Include:**

1. Coordinating and preparing local, state, regional, and national newscasts, radio programs, public affairs programming, as necessary
2. Performing required console operations
3. Researching, writing, producing and directing broadcasts and/or video shoots
4. Supervising all activities connected with pre- and post-production of programs/presentations
5. Monitoring quality of production; editing tapes and resolving production taping/video problems
6. Consulting with clients for specific broadcast requirements
7. Providing logistical arrangements, cost estimates and staff and equipment scheduling; securing needed materials and/or services and monitoring production, project progress and timelines
8. Performing preventive maintenance, maintaining equipment inventory and making recommendation for purchases of equipment
9. Maintaining records and preparing reports as required
10. May assist in publicizing and coordinating all programs
11. 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:** May serve as lead employee or supervise a small staff.

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

**Education:** Bachelor’s Degree  
**Type:** Journalism, Marketing, Communication or related field

- **Experience:** 0 - 24 months  
  **Type:** Broadcast experience, broadcast engineering, broadcast production, interactive classroom production or radio programming

- **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.