AUBURN
Human Resources

# Coord II, Student MediaTech

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AC15B |
| Job Description Title | Coord II, Student MediaTech |
| Pay Grade | MC07 |
| Range Minimum | $44,710 |
| 33rd % | $52,160 |
| Range Midpoint | $55,890 |
| 67th % | $59,610 |
| Range Maximum | $67,060 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2022 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Marketing, Communications, & Multimedia |
| Job Function: | Media Services |

## JOB SUMMARY

Provides technical expertise, oversight, mentoring, coaching, and instruction to students involved in Auburn University's student media outlets.

## RESPONSIBILITIES

- Advises, mentors, instructs, and coordinates efforts of students involved in student media outlets.
- Installs, troubleshoots, and maintains all video and digital audio systems for student media outlets.
- Maintains engineering logs, files, and manuals for equipment, and serves as contact for all technological communications with vendors.
- Provides training to all students involved in student media outlets on all studio and editing equipment.
- Maintains the broadcast automation system and links to all video and audio servers.
- Works collaboratively with members of all student media outlets to provide cross-functional training and opportunities to students.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | in Radio, Television, and Film, Mass Communications, Broadcast Engineering, or related field | and | 2 years of | experience in A/V set-up, live event production, broadcast engineering, or electrical engineering. | |

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| Substitutions Allowed for Experience | Yes |

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically and distinguish colors. |