



JOB INFORMATION

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| Job Code | OC25C |
| Job Description Title | Broadcast Associate III |
| Pay Grade | MC07 |
| Range Minimum | \$43,190 |
| 33rd % | \$50,390 |
| Range Midpoint | \$53,990 |
| 67th % | \$57,590 |
| Range Maximum | \$64,790 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/3/2012 |

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides professional broadcasting services to include writing/editing, video-taping, recording, producing, and marketing.

RESPONSIBILITIES

- Plans and implements projects to advance the university's image through cooperative efforts with a team of communications and marketing professionals.
- Edits film for commercials, informational videos, web streaming, documentaries, and television media with supervisory direction.
- Initiates creative alternatives and ideas for using footage to promote the university and generate media interest in projects.
- Selects appropriate video footage in an effort to assist reporters wanting to supplement their news reports.
- Assists in setting up video production equipment and shooting events and ceremonies on campus.
- Represents the Office of Communications and Marketing in dealing with campus-wide clients, including faculty, administrators, and other campus communicators.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
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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 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 Mass Communications, Public Relations or related field | And | 4 years of | Experience in the field of broadcasting including writing/editing, video-taping, recording, and/or producing | |

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| Substitutions Allowed for Experience | Yes |
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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 KNOWLEDGE, SKILLS, & ABILITIES

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| Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. | |
| Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the particular field of specialization. | |

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 | |

WORKING ENVIRONMENT

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

Vision Requirements:
Ability to see information in print and/or electronically.