



**University of Texas at El Paso
Job Description**

Job Code: 8558
Job Title: Multimedia Specialist II
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: December 13, 2010

Summary: Coordinates, develops, implements, and facilitates the creation of technology-enhanced materials in support of mediated instruction.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Performs duties of a Multimedia Specialist I.

Designs interfaces and/or programs software appropriate for mediated university courses or courseware-relevant materials.

Organizes and manages long and short-term projects involving multiple designers and programmers; creates product specifications and development plans with input from team members.

Communicates and collaborates with university instructors to determine appropriate media for support of instructional goals, based on best practices.

Instructs and/or trains end users to make most effective use of instructional technology.

Conducts research necessary to remain current instructional technology.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to



perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work in high, precarious places; outdoor weather conditions, and risk of electrical shock. The noise level for the work environment is moderate.