



DATE ISSUED: 07/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Instructional Producer

JOB SUMMARY

The Senior Instructional Producer provides coordination and delivery of support functions to end users in the use of instructional technology applications with particular focus on course delivery utilizing multimedia applications. Primary emphasis is on customer service, scheduling, and coordination of resources. Responsible for the development of end user service initiatives; supports instructional initiatives related to multimedia use and integration of software and hardware applications particularly for classroom and course content delivery. Work is performed under the supervision of the Director, Learning Technologies Support; and performance is based upon completion of assignments and results obtained. Performance evaluation is conducted through the performance evaluation system and in accordance with University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Learning Technologies Support

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES -May include, but not limited to the following:

- Provides video production services for special university and community events.
- Coordinates and delivers support functions utilizing video and multimedia applications.
- Supports learning technology initiatives related to multimedia use and integration of software and hardware applications particularly for classroom and course content delivery.
- Applies instructional design models and adult learning theories to multimedia instruction.
- Operates and coordinates interactive video classroom production and web-related course materials.
- Consults and assists other teams within Academic Affairs.
- Serve as a liaison between Learning Technologies Support and end users and vendors, as needed.

- Maintains procedures and policies to ensure the security and integrity of systems/networks.
- Engages in self-directed learning of new technology applications quickly and efficiently.
- Develops and maintains technical skills to ensure high quality levels of technical support for end users.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Advanced degree, training, or experience with video-conferencing technologies, television production, video broadcasting, multimedia devices, e-learning support preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Five years job related work in computing and/or communications.

KNOWLEDGE, SKILLS, AND ABILITIES -The following are essential:

- Knowledge of industry standard video editing, video production, and multimedia production systems.
- Ability to organize and work effectively with an understanding of organizational policies and activities.
- Proficient in communication, both oral and written.
- Self-directed learning of new technology applications quickly and efficiently.
- Self-directed with a demonstrated ability to meet project deadlines.
- Ability to deal well with ambiguity and fast-paced change.
- Excellent verbal and written communication skills including the ability to explain technical concepts in non-technical terms.
- Focus on details.
- Ability to organize and work effectively with an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, and staff.
- Required to work a flexible schedule, including evenings and weekends and some overtime.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee is required to work a flexible schedule, including evenings and weekends and some overtime. The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment. Daily exposure to PCs and networks.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.