



Job Description

Job Title:	Digital Arts Learning Resources Specialist	Grade:	J
Department:	Arts and Communication	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position would be to oversee and maintain the digital arts program materials, facilities, and technology. Activities would include coordination and support of instructional programs and providing learning resources to students.

Characteristic Duties and Responsibilities:

1. Oversees the operations and maintenance of digital arts materials, technology and facilities.
2. Assists by handling complex requests and projects.
3. Performs maintenance activities related to digital art equipment and resources.
4. Assists and trains in the use of digital art equipment and resources.
5. Instructs students in lab classes, assists students with class related issues, tutors students, reviews student's work, monitors student's progress, tests and grade assignments.
6. May assist in training and oversight of assigned staff and provide leadership; serves as informational resource.
7. Monitors inventory of materials and supplies and authorizes use and replacement orders.
8. Researches and evaluates new equipment and makes recommendations regarding purchasing decisions.
9. May monitor activities of part-time student lab assistants; may establish schedules and assign tasks.
10. Review policies and procedures; recommends improvements; assists in implementing new policies and procedures. May assist in other administrative functions such as budget preparation and tracking, or leading special projects.
11. Other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Division Director

Direction Given: May provide direct level supervision of assigned staff

Minimum Requirements:

Master's Degree from a regionally accredited institution in Digital Arts or a related field and 2 to 4 years of related work experience.

Preferred Qualifications:

- Ability to develop courses in video and film editing
- Experience in recording engineering
- Significant experience in digital film production and post-production
- Expertise in and experience teaching Final Cut Pro
- Experience supporting college level digital arts instructional programs
- Experience in providing digital arts resources to students

Knowledge, Skills, Abilities and Worker Characteristics:

Technical expertise in Digital Arts technology and materials

Ability to work well with individuals from diverse backgrounds

Excellent customer service skills

Teaching and supervising skills

Working Conditions:

Typical office environment