



Job Description

Job Title:	Director Media Operations (Traffic)	Grade:	L
Department:	CPCC/WTVI	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:

Oversees the daily technical operational activities related to the college's cable television channel and other online delivery channels managed by CPCC/WTVI.

Characteristic Duties and Responsibilities:

1. Coordinates distribution of station programming to various cable and online delivery channels.
2. Coordinates distribution of station programming schedules to various cable and online delivery channels.
3. Works with the learning unit to provide information and support to students enrolled in courses delivered via television.
4. Assists General Manager in the station's budgetary process
5. Performs other duties and serves on College committees as assigned by the General Manager.

Reporting Relationships:

Direction Received: Reports to the General Manager

Direction Given: Direct supervision of Sr. Coordinator Media Operations and Education & Outreach Coordinator

Minimum Requirements:

Some college level work from a regionally accredited institution and two years of television production and/or telecommunication experience.

Preferred Qualifications:

Bachelor's Degree in related field from a regionally accredited institution



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Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of media production
Knowledge of telecommunication technology and regulations
Ability to interpret and apply federal, state, and local policies, procedures, laws, and regulations in the telecommunications field relevant to department operations
Knowledge of best practices in distance learning
Knowledge in theories and concepts relating to pedagogy
Excellent computer skills
Excellent oral and written communication skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items weighing 15 to 30 lbs.; infrequently bending, climbing, pushing, kneeling, stooping, twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse; evening and weekend hours