



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A06380

Date: 7.25.19

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Media Technologist

DEPARTMENT: Graduate School of Social Service, Westchester Campus

The GSS Media Technologist provides expertise and direct media operation and production support for all school events, projects and academic initiatives. Provides direct support to leadership, faculty, and staff with educational technology and serves as a liaison to internal and external IT, academic services, vendors and other stakeholders. Reports directly to the Senior Director for Online Education.

RESPONSIBILITIES:

- Create high quality, engaging, effective online products and media assets.
- Provide creative aesthetic and audio/video production support including planning, equipment, set preparation and maintenance.
- Production of graphic design elements for multi-media (video, infographics, still image photography, and motion graphics).
- Provide expertise all multi-media production needs from pre to post including shoot set up, talent management and editing.
- Coordinate logistics from videotaping to distribution for all on-campus live streamed and webinar events.
- Support faculty and staff with educational technology such as LMS, web conferencing tools, google suite, including troubleshooting and assistance with computer hardware and software needs.
- Work directly with Director of Communication in distribution (e.g. web, social media, etc.) of all media assets.
- Manage all administrative processes for data gathering, workflow, communications, and media distribution.
- Maintain the GSS media library and archive of digital assets.
- Maintain digital media compliance with privacy, accessibility, academic integrity, and all institutional policies.
- Serve as GSS media liaison - coordinate with internal and external IT, academic services, appropriate University administrative offices, vendors and other stakeholders as needed.
- Manage vendor relations, media equipment purchasing, and inventory.
- Communicate effectively with GSS leadership regarding productions schedules and requirements and the identification and resolution of problems, including maintenance of records and project and activity reports.
- Support additional projects/tasks school-wide as needed.

QUALIFICATIONS:

- Bachelor's Degree preferred.
- Minimum of 3 years demonstrated expertise with video and audio technologies from pre-to-post production; and developing and delivering multi-media content across a variety of venues; including web and social media.
- Demonstrated project management experience and skill.
- Software proficiency (e.g., Adobe Creative Suite, Live Stream, Web conference. Mail Chimp etc.).
- Strong organizational skills, self-motivated, detail-oriented.
- Exceptional interpersonal and relational skills.
- Ability to demonstrate sound judgment and initiative in solving problems.
- Must be able to deal effectively with changes in priorities, unexpected events or unanticipated demands.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Patricia Heard
Graduate School of Social Service
Senior Director for Online Education
onlineMSW@fordham.edu

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