

POSITION POSTING

POSITION: Multimedia and Graphic Design/Academic Technology Specialist
LOCATION: Academic Technology Services
REPORTS TO: Director of Academic Technology Services
DATE POSTED: September 15, 2008
DATE AVAILABLE: Immediately

Primary Purpose of Position: This position is a full-time, twelve (12) month, 40 hours per week administrative position responsible for training full and part-time faculty in digital media tools for class use, professional presentations, and the development of multimedia resources. The individual will also conduct workshops on PowerPoint (PC and Mac), YouTube, Skype, Web Graphics, Social Networks, Photoshop, Digital and Video Cameras, Tablet PCs and variety of multimedia applications/tools. In addition, the candidate will assist with training and support needs associated with the Student Technology Center (STC); evaluate new instructional technologies to make recommendations for the future use of technology in instruction. The position requires production work (academic posters, instructional materials) and collaboration on projects with the Public Information and Web and Media Technology Services Offices.

Education and Status: BA or BFA in Graphic Design, Digital Art, Visual Communications, Computer Graphics, or Multimedia is required. Minimum work experience: six to 18 months experience. The candidate must demonstrate excellence in design, creative problem solving skills, strong interpersonal, communication, and service orientation. The applicant must also have the ability to function effectively as part of an academic technology team; proficiency with state-of-the-art software to produce design projects in an efficient and innovative manner; multi-tasking and flexible approach to work; and, the ability to quickly learn new tools and technology. Excellent time management skills are required. Expertise in current Adobe Creative Suite software (Photoshop, InDesign, Illustrator, Acrobat). Experience with Microsoft Office software suite (Word, PowerPoint, Excel). Knowledge of web design and web development technologies (HTML, CSS, Flash).

Duties:

1. Train faculty in digital media tools and still/video cameras for class use, professional presentations, and online publications.
2. Conduct Workshops – PowerPoint (PC and Mac), YouTube, Skype, Web Graphics, Social Networks, Photoshop, Digital and Video Cameras, Tablet PCs and other multimedia applications/tools. One-on-one and just-in-time consultation (phone, email and walk-in assistance).
3. Assist faculty with *Acrobat, Quicktime, Java, iLife, Photoshop, Adobe Creative Suite, Dreamweaver*, etc. for online and traditional courses (also for online journals).
4. Research new technology tools for faculty, students, staff members and ATS programs.
5. Design and production of academic posters, instructional materials (print and digital) for faculty and ATS programs.
6. Assist with training and support needs associated with the Student Technology Center (STC).
7. Collaboration on projects with the Public Information and Web and Media Technology Services Offices.
8. Perform all other duties deemed necessary for this position.

This is a replacement position.

PLEASE NOTE: This position will accept applications of both on-campus and off-campus simultaneously.

The Human Resource Office is accepting applications through September 29, 2008. Send application and resume to: The University of Findlay, Office of Human Resources, 1000 North Main Street, Findlay, OH 45840, hr@findlay.edu, or fax information to 419-434-5976. The University of Findlay is an Equal Opportunity Employer/Educator.