



## Job Description Classification

**Coordinator of Media Services/CSC  
VSC UP – PAT Bargaining Unit**

**Grade 11  
Exempt**

### **BASIC FUNCTION**

To oversee the College's media services and to oversee the College's distance learning program via Vermont Interactive Television (VIT), ISDN and Blackboard. To assist in the design, set up and maintenance of instructional facilities and classrooms. Oversee and maintain College archives and special collections. To develop and administer College instructional technology resources and services to support teaching and learning; to provide appropriate training for faculty and staff in the use of instructional and presentation technologies and software.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, implement, coordinate and carry out support functions for VIT events, including operation of studio equipment; troubleshooting and correcting equipment problems.
- Oversee and manage the college audio-visual department, including scheduling and facilitating equipment sign out and return; maintaining equipment inventory; setting up equipment in classrooms and providing instructions as needed.
- Develop and administer media services operating policies and procedures.
- Oversee and manage the college distance learning program via ISDN, VIT and Blackboard.
- Provide faculty development opportunities and training activities in effective and innovative applications of technology, including instructional design support for integrating educational and instructional technology into the classroom environment, for on-campus and distance courses.
- Hire, train and supervise student assistants and technicians.
- Keep abreast of current developments in instructional technologies.
- Plan and carry out appropriate publicity, advertising and other marketing efforts, including demonstrations and presentation, to promote VIT services.
- Oversee, manage and develop policies and procedures for the college archives and special collections.
- Confer with other VIT and other VSC personnel to plan, coordinate activities and programs and exchange information.

- Perform a variety of additional functions as assigned by the supervisor, such as creating in-house publications, maintaining VIT history, grant writing, web design and implementation, database design and maintenance and the like.
- Perform committee duties as assigned.

### **SUPERVISION RECEIVED**

General supervision is received from the Library Director and the VIT Executive Director.

### **MINIMUM QUALIFICATIONS**

Qualifications include a bachelor's degree in Educational or Instructional Technology, plus two to four years of relevant experience in a Windows networked environment, or a combination of education and experience from which comparable knowledge and skills are required.

- Expert knowledge in the use of a wide array of technology products, including multimedia and web writing tools, imaging and video software, authoring tools and information retrieval using the Internet is essential.
- Strong communication skills, with a good base of knowledge and skills in public relations and marketing.
- Ability to deal with a wide variety of internal and external customers.