

Wright State University
CLASSIFIED JOB SPECIFICATION
Instructional Media Designer

I. JOB INFORMATION

Job Title: Instructional Media Designer (CS 04)

Job Class: 21221 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general direction provides academic support by analyzing the graphic needs of clients (faculty, staff, and students) and creating the materials needed (electronically or non-electronically) for classroom instructions, publications and presentations.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Meets with clients to assess needs, creates products, obtains client approval, completes all necessary paperwork, and maintains records.
- Creates and produces electronic or printed graphics solutions for faculty, staff and students.
- Scans negatives, slides, or printed materials into computer.
- Scans photography negatives and saves them in digital format. Pulls negatives from archives, tracks negatives and logs time.
- Maintains inventory of supplies and equipment; identifies items to be ordered.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and one year of (FT) related work experience OR, a high school diploma or GED and three years of related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Strong interpersonal, communication and organizational skills. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

21220

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.