



**DATE ISSUED:** 07/06

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Senior Instructional Producer

### **JOB SUMMARY**

Provides coordination and delivery of support functions to end users in the use of instructional technology applications with particular focus on course delivery utilizing video-conferencing technologies and multimedia applications. Additionally, television broadcast/production services are supported in a secondary role. Primary emphasis is on customer service, scheduling and coordination of resources, including direct support of co-workers in the delivery of services and resources. Responsible for the development of end user service initiatives; supports instructional initiatives related to multimedia use and integration of software and hardware applications particularly for classroom and course content delivery. Requires in-depth technical knowledge of video conferencing technology and associated network resources as they apply to instructional initiatives. Work is performed under the supervision of the Director of Instructional Technology Programs and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

**Reports to:** Director, Instructional Technology Programs

**Supervises:** No supervisory responsibilities

### **PRIMARY DUTIES - May include, but not limited to the following:**

Coordination and delivery of support functions utilizing video-conferencing technologies and multimedia applications.

Supports instructional initiatives related to multimedia use and integration of software and hardware applications particularly for classroom and course content delivery.

Applies instructional design models and adult learning theories to multimedia instruction.

Operates and coordinates interactive video classroom production and web related course materials.

Conducts one-on-one and group application training.

Senior Instructional Producer  
Date Issued: 07/06  
FLSA: Exempt  
PTO: VCS

Provides oversight and planning information for instructional programs.  
Television broadcast/production service support.  
Coordinates implementation and use of testing software and computer based training systems.  
Supports standardized software installation, including training and troubleshooting.  
Consults and assists other teams within Information Technology Services.  
May serve as a liaison between information technology services and end users and vendors.  
Maintain procedures and policies to ensure the security and integrity of systems/networks.  
Required to work a flexible schedule, including evenings and weekends and some overtime.  
Ability to engage in self-directed learning of new technology applications quickly and efficiently.  
Continually develops and maintains technical skills to ensure high quality levels of technical support for end users.

### **ADDITIONAL DUTIES**

Participates in University or community related service that does not directly impact institutional goals or initiatives.  
Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required. Advanced degree, training, or experience with video-conferencing technologies, television production, video broadcasting, multimedia devices, e-learning support preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

### **EXPERIENCE**

Five years job related work in computing and/or communications.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of modern computing and multimedia production systems.  
Requires in-depth technical knowledge of video conferencing technology and associated network resources as they apply to instructional initiatives.  
Ability to organize and work effectively with an understanding of organizational policies and activities.  
Proficient in communication, both oral and written.  
Ability to use a personal computer and other office equipment.

Senior Instructional Producer  
Date Issued: 07/06  
FLSA: Exempt  
PTO: VCS

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. May be required to sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. Daily exposure to PCs and networks.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

Senior Instructional Producer  
Date Issued: 07/06  
FLSA: Exempt  
PTO: VCS

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***