



## Job Description

**Job Title: Associate Coordinator, Media Support Services**

**JTC: CYC**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for planning, coordinating, and managing media support services operations. This may include media distribution, telecourse center/language lab, audio/video services, and the media equipment repair shop.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have strong knowledge of media operation services. Knowledge of various video & audio file formats and standards. Ability to effectively utilize an automated library system. Demonstrate ability to coordinate daily operations and services for media departments as well as media repair shop.

Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Demonstrate an ability to collect statistical data on circulation, production, services and repairs. Able to sustain financial records for telecourse circulation and coordinates telecourse and media implementation.

Able to provide training for college staff in the operation and implementation of media presentation tools as well as suggesting other technology tools that are available for use at the college. Recommends new tools to staff after they have been tested and approved for use by the department.

Must be able to maintain detail records to track life expectancy of equipment and to plan for replacements. Able to manage budgets and monitor expenditures for the department. Excellent time management skills, able to prioritize, and solid organizational skills to complete assignments, projects and tasks on time.

Strong verbal and written communication skills as well as interpersonal skills to support interaction with staff and students from diverse backgrounds. Must have strong knowledge and experience providing effective customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus five (5) years of experience in media operations. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates and manages the daily operations and services provided by respective media departments, which includes the media repair shop. Works with video post-production and/or digital supply chain workflows, servicing television broadcasters and video services.

Collects and maintains statistical data on circulation, production, services and repairs. Maintains financial records for telecourse circulation and coordinates telecourse and media implementation.

Serves as liaison with other campus locations regarding media support services; serves as campus telecourse contact. Work closely with the Project Management teams to prepare accurate, detailed media services. Establishes objectives and provides day-to-day problem solving and training of staff.

Responsible for budget planning, development and monitoring expenditures. Assists in selecting and recommending related equipment and materials. Oversees student e-mail service center. Manage and organize work effectively to meet the client's needs concerning daily media operations.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*