



JOB INFORMATION

Job Code:	173225
Job Title:	Digital Media Specialist
FLSA Status:	Non-Exempt
Supervisory:	May lead one or more employees performing similar work.
Job Family:	Digital/Multimedia
Job Family Group:	Multimedia 1
Management Level:	7 Individual Contributor

JOB SUMMARY

Works in collaboration with other production staff to produce a variety of digital content. Operates complex video and audio equipment and captures video, audio and images of programs and events. Transports equipment to various sites for purpose of media production. Uses hardware and software to prepare, edit and store digital content for assigned projects. Assists in the creation of comprehensive digital content archives.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	
	X	1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in digital content creation, delivery and user engagement on multiple platforms, including managing multiple projects in a fast-paced environment.
X		Knowledge of analytics tools and how to successfully utilize them to measure user engagement on multiple platforms, set benchmarks and meet goals.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Works in collaboration with other production staff to produce a variety of digital content for broadcasting, compression output, DVD distribution, webcasting, and streaming.				
Operates complex video and audio equipment and captures video, audio and still images of programs and events. Transports equipment to various sites for purpose of media production.				
Operates video switching, character generation and digital video effects.				
Performs post production tasks, such as reviewing footage, making limited editorial decisions, tape logging, rough cuts, audio adjustment, color correction, and editing using software packages. Uses hardware and software to store digital content for assigned projects.				
Assists in the creation of comprehensive digital content archives for use by media and University stakeholders.				
Works with outside vendors when required to effectively complete assignments.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.