

College of the Redwoods

Position Description

Position: Instructional Multimedia Developer I	Position Number:
Department: Distance Education	FLSA: non-exempt
Reports to: Director of Distance Education	Salary Grade: 116

Summary

Under the direction of the Director of Distance Education and Training, this position will perform a variety of technical and multimedia development duties that will enhance courses delivered both at a distance and in hybrid face-to-face and e-learning environments.

This position is mentored by the Director of Distance Education.

Essential Duties and Responsibilities

- Produces original finished artwork for e-learning courses under the direction of the Director of Distance Education.
- Produces original artwork for the college's online offerings.
- Assists the Director of Distance Education in determining design needs.
- Participates in team meetings for task assignments and feedback.
- Does digital photography when needed, and is able to edit the image within specifications for the project.
- Produces digital illustrations as needed for specific projects.

Qualifications

Knowledge and Skills

Demonstrated knowledge of the principles of designing for engagement and their application in digital learning environments.

Abilities

Ability to:

- Perform the essential responsibilities and work tasks of the position.
- Communicate with a wide-range of constituents and simultaneously prioritize work effectively in a fast-paced, deadline-oriented office environment.
- Provides constructive feedback.
- Solicit input of those who are affected by plans or actions.
- Produce requested results within the defined timelines

- Provide creative input to advance team projects and goals.
- Identify team goals and ways to work with co-workers to accomplish those goals; works to keep group activities productive/focused on results.
- Learn new technology, including basic techniques of interactive web-design.

Physical Abilities

Position involves the use of the computer and several software tools, requiring forearm, hand and finger dexterity; hand-arm-eye coordination; near visual acuity to bring items into sharp focus; and color vision. Must be able to sit at the computer for long periods of time. Requires auditory ability to carry on conversations in person and over the phone

Education and Experience

AA or AS degree plus three years of related work experience required, or BA degree and one year of related work experience.