

Cazenovia College is seeking a full-time Media Services Specialist. The Media Services Specialist cares for all audio visual and computer-related equipment for Information and Communication Technologies and provides support and assistance to both telecommunications and Audio-Visual groups. This position is essential in supporting the ongoing demands of events and classroom technology. Also, looking for someone with video production and editing experience.

Responsibilities

The Media Services Specialist is responsible for setting and striking AV equipment per the scheduled events and classroom needs, maintenance of audio and camera equipment, assisting faculty and staff with their AV needs, and departmental record keeping/skill improvement. This position will be required to interact with members of the college and the public. This position will also implement deployment of audiovisual equipment requests for multimedia rooms and throughout the campus as needed. Additionally, this position is responsible for collecting video footage for various marketing purposes, and the ability to edit that footage as needed. They will work closely with the Communications department on various video productions.

Qualifications

Associate degree in Media Communications/technology or related field (or a minimum two years experience in Audio Visual Services Support preferred). A minimum two years experience in Audio Visual Services preferred. Moderate video camera knowledge, as well as basic editing. Various hours required. Flexible schedule and valid driver's license required.

Candidates from historically underrepresented groups are encouraged to apply. Please submit cover letter, resume, and three references to:

hr@cazenovia.edu

315-655-7273

AA/EOE