

Director, Multi-Media Services

Current Job Description:

Oversees the design, execution, and effectiveness of a system of internal controls which provide reasonable assurance that operations are effective and efficient, assets are safeguarded, and the University complies with applicable laws, regulations, policies and procedures. Manages a team of producers to maximize creation of media for Sam Houston State University (SHSU) campus wide and provides support for multi-media technologies. Coordinates media creation for SHSU Online Programs, Community Partnerships, and the Academic Affairs Office. Collaborates with Students with Disabilities office to ensure Americans with Disability Act (ADA) compliance has been met in course videos. Manages and integrates the video production capability with the interactive television operation (ITV). Coordinates activities to improve operational efficiency and economy. Coordinates and produces live broadcast for all major university events. Serves as the senior ITV technician and technology consultant for SHSU Online. Leverages department assets to serve the SHSU community most efficiently. Evaluates programs and services to identify areas of strengths and necessary improvements. Prepares and maintains procedures for logging, reporting, and statistically monitoring department performance. Provides professional and administrative skills in directing and supervising the writing, production, development, and technical aspects of program productions in the area of online courses. Collaborates with Athletics and Mass Communications Departments to facilitate live broadcast of sporting events. Maintains and implements enterprise services for video hosting, streaming, and archival purposes. Oversees and manages the production of scripting, graphic art, and video elements used in SHSU Online promotions for television, radio, and web marketing. Coordinates use of graphic elements used in print media publications, promotions, and displays. Oversees operations used in creation of faculty content and maintains equipment used in two television studios and ITV control rooms. Performs other related duties as assigned.