



WALLACE STATE HANCEVILLE

Vacancy Announcement

DATE: May 17, 2007

POSITION: Multimedia Technician

REPORTS TO: Director of Communications and Marketing

MINIMUM QUALIFICATIONS:

1. Minimum of an associate degree from a regionally accredited college with 15 semester hours in field
2. Must have one year of experience in multimedia and production
3. Must be skilled in graphic design
4. Must be skilled in web design and web editing
5. Mastery of MS Office software applications (Word, Excel, Outlook, and PowerPoint) required
6. Possess basic familiarity and strong desire to further knowledge in: SMART Technology, multimedia hardware and application software, alternative delivery methods of distance learning, and website design and development
7. Possess the desire and ability to learn new technologies and skills
8. Possess strong interpersonal skills

RESPONSIBILITIES:

1. Assist with marketing coverage of campus events, including photography and videography
2. Design graphic images and graphic elements for marketing materials
3. Produce interactive and multimedia promotional and informational material for the college, including materials used in advertising and recruiting
4. Conduct training of college personnel on web site maintenance and coordinate website maintenance
5. Create and manage the college's website
6. Technical support for college multimedia presentations and events
7. Creation of advanced motion graphics, illustrations, simulations, audio and video
8. Use of editing software including that may be incorporated into web design and other multimedia elements
9. Support faculty in the development of multimedia applications for on-line or hybrid learning
10. Demonstrate efficiency with specialized design software programs such as Quark Xpress, Adobe In Design, Adobe Photoshop and Adobe Acrobat and other as appropriate for position
11. Represent department on college committees
12. Participate in job-related professional organizations and activities
13. Perform other appropriate duties and responsibilities as may be assigned by the Director of Communications and Marketing, Dean, or President

WORK HOURS: As assigned; non-standard evening and weekend hours are possible.

SALARY: Appropriate placement on State Salary Schedule E4 (\$22,026-\$38,723) of the Alabama Department of Postsecondary Education Salary Schedule.

ANTICIPATED START DATE: As negotiated.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date professional letters of recommendation and three (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited

for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

RETURN PACKETS TO:

**Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8295**

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

APPLICATION DEADLINE: The deadline for receipt of all application material is 3:00 p.m., June 08, 2007.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.