

College of the Redwoods

Position Description

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

Summary

Under the direction of the Director of Instructional Design 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 Instructional Design and Training.

Essential Duties and Responsibilities

- Produces original finished artwork for e-learning courses under the direction of the Director for Instructional Design and Training.
- Produces original artwork for the college's online offerings.
- Assists the Director of Instructional Design and Training 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 expertise in at least three of the following is required: Photoshop, Graphics Design and Editing, Graphics Illustration, Camtasia, HTML, Flash, or CSS .

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.