

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: MEDIA SERVICES

### Level B, Pay Grade 10

<b>LEVEL DEFINITION</b>	This level covers positions responsible for managing a service unit providing audio-visual, digital visual and other media services to a faculty.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing a service unit providing audio-visual, digital visual and other media services; developing and implementing a budget for the unit; preparing strategic plans for the broad application of audio-visual and digital visual services; participating in the design, development and implementation of virtual learning projects; and advising instructors on the development of media resources and technologies in administration, teaching and research.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding unit operations and in the development of media resources and technologies.
<b>SUPERVISION RECEIVED</b>	Works autonomously with minimal direction. Work is reviewed in terms of achievement of defined goals.
<b>SUPERVISION EXERCISED</b>	Manages staff and is responsible for hire, discipline, evaluation and termination.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.