**Student Electronic Media Technician**

**Job Description**

Part-Time Student Position: 15 to 20 hours a week

Information Technology Department

College of Business Administration

3126 Business Building

1301 Lovers Lane

Manhattan, KS 66506

**Position Description:**

A College of Business Administration (CBA) Electronic Media Technician will work as part of a team supporting faculty by assisting them in creating and editing academic videos for use in the classroom or online courses. An Electronic Media Technician will deliver excellent customer service in a fast-paced, team environment. The position will work with the College of Business IT (CBA IT) staff and Instructional Technologist to record and edit content such as events and online course lectures. The Electronic Media Technician reports to the Director of Information Technology.

**Education Requirements:**

* High School Diploma or equivalent
* Enrolled as a full-time student at Kansas State University, preference for CBA students
* Cumulative GPA of 2.5 or above

**Primary Responsibilities:**

* Manage the CBA recording studio and assist faculty with camera, microphones, lighting, and background setup
* Manage the CBA video editing studio
* Post-production video editing
* Serve as a videographer as needed
* Manage file repository as needed
* Research and learn new audio/video and multimedia technologies
* Other duties as assigned:
  + These include but are not limited to assisting throughout the business building with events, setting up chairs and tables, taking out trash, opening and closing the building, testing and supporting technology, and other duties as needed.

**Skills Required:**

* Self-motivated and possesses an ability to work with people and help with computer-related questions and challenges
* Excellent customer service and the ability to interact with faculty, staff, students, and peer student staff and courtesy, responsibility, diligence, and helpfulness
* Must be able to work in an efficient, professional manner and with minimal supervision at times
* Must be accountable and trustworthy with organizational and time management skills
* Strong oral/written communication skills with detail orientation,
* Intellectual agility and problem-solving skills
* Self-motivated with adaptability
* Ability to quickly learn new ideas and technology and impart that knowledge to others
* Willingness to take constructive criticism
* Detail oriented – (Willing to check and recheck routine items)

**Competencies and Expertise:**

* 1-2 years of video production experience
* Knowledge of basic video, audio, and lighting principles
* Familiarity with professional video camera setup and operations
* Familiarity with audio, video & graphic design tools, techniques, and processes
* Experience with editing tools like Final Cut Pro, Premiere, and Camtasia

**Physical and Work Requirements:**

* Some early mornings, evenings and weekends
* Ability to lift 50 lbs

**On-The-Job Training:**

The instructional technologist will provide on-the-job training to cover all technical areas. Emphasis will be on soft skills and the ability to learn the technical aspects of the job, including a wide range of video editing tools.

**Division of Duties:**

* Editing post-production video 50%
* Supporting faculty in the recording studio 30%
* Training faculty 10%
* Supporting other technology 5%
* Professional development 5%

**College of Business Information Technology Department:**

The College of Business Information Technology Department is a dynamic, fast-paced, and high-intensity work environment that provides technical support for computers, audio-video equipment, digital signs, and print solutions to the college’s faculty, staff, and students in the Business Building. CBA IT also supports the newly configured Business Building’s recording and editing studios.

**To apply, complete the application on Handshake and provide a resume.**

**For more information, please contact:**

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