POSITION: MEDIA SPECIALIST  
(CCP-16, 12-month, tenure track position)

ANTICIPATED STARTING DATE: Summer 2015

MINIMUM QUALIFICATIONS: Bachelor’s degree in a field related to communications or instructional technology together with from two to five years of experience in a related field; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties. Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas: Television and audio-visual production and post-production techniques and methods; television, audio-visual and imaging equipment and its operation and general maintenance; instructing and advising users and assigned staff in multi-media production techniques and methods. Strong information technology literacy skills; effective oral and written communications.

Applications who do not meet the minimum qualifications as stated are encouraged to write in precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

DESIRED QUALIFICATIONS: Experience using high tech classrooms. Excellent computer skills on the Apple and Windows platforms with an in-depth understanding of the related hardware and software applications; proficient in the use of various software applications, among them Adobe Creative Suite, Final Cut Pro, Keynote, Particle Illusion. Experience with the following: editing suites such as, Grass Valley Edius, Final Cut Pro, Adobe Premier, and After Effects; managing AMX, Crestron, and Extron classroom control systems; using Fusion RV lecture capture system; using Visix campus wide information management system; using Protea software suite to configure Ashly NE-Series amplifiers for use with Fulcrum PA system and various types of portable powered PA systems and soundboards. Experience using Smart Podiums and Interactive whiteboards. Experience using classroom or audience response systems.

PREFERRED QUALIFICATIONS: Experience working in a fast-paced office, overseeing staff that are actively engaged in on-the-fly classroom solutions. Experience working in a large, urban community college with an understanding of the particular needs of faculty and staff. Experience with faculty training on both the PC and Apple platforms.

RESPONSIBILITIES: The Media Specialist works under the direction of the Director of Instruction Design and Development or other administrator. This position supports the following services: Video recording and post-production editing, including audio, graphic and special effects; Audio recording and transmission. The incumbent develops and produces programs and products in these multi-media areas as well as assisting and advising faculty, students and staff in their own productions. The position supports faculty on-line and on-campus with digital materials and techniques. The Media Specialist is accountable for providing the presentation support technology required for the College’s instruction and promotional needs through effective performance in these essential functional areas: Operation of instructional media services; Assisting in development of instructional media services; Providing advice, assistance and training to faculty, students and staff in multi-media production. Attendance and participation at convocation and commencement ceremonies; Service on assigned committees and task forces; Attendance and participation at committee, staff, informational and professional meetings. All of these duties may involve attendance at evening or weekend events.

STARTING SALARY: $53,774 approximate annual, plus excellent State supported fringe benefits.

TO APPLY: Submit a cover letter, resume, BOR Application and three (3) letters of reference to:

Gateway Community College  
Human Resources Office  
20 Church Street  
New Haven, CT 06510

Electronically submitted packets preferred to LCorbeil@gwcc.commnet.edu

Please reference the job title in the subject line when submitted electronically.

APPLICATION DEADLINE: * Applications must be submitted before the close of business (5:00pm) on March 18, 2016.

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. You will receive a written confirmation letter within a week of your submission. A BOR application can be found on our website at Application. Visit GCC’s website at www.gateway.edu

Continuing Notice of Non-discrimination
Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, William Luna at 203-285-2210 or Learning Disabilities Specialist, Ronald Chornicz at 203-285-2234.

GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.