POSITION NAME: Media Technology Team

DEPARTMENT/AGENCY NAME: University Student Center

PURPOSE OF POSITION:
Under the supervision of the Database Administrator the Media Technology Team works to maintain and advance the Digital Media Services of the Morgan State University Student Center, which includes but is not limited to the events scheduling system, Student Center Website, online services, and Student Center Media Advertisement System.

TYPICAL DUTIES:
- Design and create graphics and HTML for the Student Center website.
- Work with the Web Coordinator to ensure that all content provided on the Student Center website is kept up-to-date and accurate with current Student Center programs and activities.
- Develop web applications using Java, Flash, PHP, and HTML.
- Complete other projects as identified by the Database Administrator.

Minimum Requirements:
- Excellent typing skills
- Experience with web and graphic design software
- Attention to detail, excellent communication and organizational skills.

Preferred Qualifications:
- Strong knowledge of graphic design software such as Adobe Photoshop, Illustrator, Microsoft Publisher and InDesign.
- Working knowledge of SQL and databases such as MySQL, Microsoft SQL, PC nomenclature.
- Extensive knowledge of PC Hardware and software applications to include MS. Office, Email, Image conversion. Video construction and conversion.
- Basic network knowledge.

Equipment Usage Requirements:
PCs, Application Servers, Scanner, HD Digital Camera, color printer

SUPERVISION RECEIVED:
- ✓ SUPERVISION REQUIRED
- o SOME SUPERVISION REQUIRED
- o LITTLE SUPERVISION REQUIRED
- o RARELY NEEDS SUPERVISION

CONTACT INFORMATION:
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