

Administrative Analyst, Television and Media Production (Administrative Analyst/Specialist – Exempt I)

PD No.:PD-7658

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	FL-IT-Administration - 10008
Job Code/Employee Classification:*	Admin Analyst/Spclst 12 Mo <u>Job Code: 1038</u>
Classification Title:	Admin Analyst/Spclst 12 Mo
MPP Job Code:	
Position Number:	Admin Analyst/Spclst 12 Mo <u>Position no: FL-10017804</u>
CSU Working Title:*	Administrative Analyst, Television and Media Production (Administrative Analyst/Specialist – Exempt I)
Salary Range/Grade:	1038-EXEMPT I-Grade-2 Minimum: \$ 4,379.00 Maximum: \$ 7,922.00 Pay Frequency:
Reports to Supervisor:	Eraj Shadaram
Reports To:*	Director, Titan Communications <u>Position no: FL-10010086</u>
Campus:*	Fullerton
Division:*	VP, Academic Affairs
College/Program:*	AA IT Administration
Department:*	College Centralized IT - 10393
FLSA Status:	Exempt
Hiring Type:	Temporary
Workplace Type (Exclude Inst Fac):	
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No

- Authority to commit financial resources:** No
- Access/control over cash cards and expenditure:** No
- Access/possession of master/sub-master keys:** No
- Access to controlled or hazardous substances:** No
- Access/responsibility to personal info:** Yes
- Control over Campus business processes:** No
- Responsibilities requiring license or other:** No
- Responsibility for use of commercial equipment:** No
- Is this a Campus Security Authority (CSA):** Yes No
- Serves a security function:** No
- Designated recipient for crime/misconduct reports:** No
- Significant responsibility for Student Activities:** No
- Significant responsibility for Campus Activities:** No

Job Summary/Basic Function:*

The Department of Titan Communications is a fast-paced, high-energy, and collaborative work environment where teamwork and collegiality are essential for success. The successful Administrative Analyst must be detail-oriented, have a strong service orientation, and possess a can-do attitude toward their work in support of Titan Communications, the College of Communications, and the University's overall goals. Every team member plays an integral role in providing students, faculty, and staff with the highest level of stewardship to ensure a positive and fulfilling broadcast and media learning experience. Requires fulfilling coordination, administrative, and media production complex duties related to the educational media center. This includes hiring, scheduling crew and distributing video projects, conferring with department director to determine progress of work and completion dates; and compiling reports on progress of work, assist with productions and editing, inventory levels, costs, equipment check-out, and production problems. Also includes coordinating and expediting the flow of work and materials within or between departments. Assists with purchasing, budgeting, staffing, and supporting the check-out facilities and inventory. Incumbent must work and support the external clients, students, faculty, and university staff in a positive professional manner, and lead and support students in extra-curricular activities. Other duties as assigned.

Minimum Qualifications:*

A Bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the interpretation and application of administrative policies, procedures, practices, or programs PLUS two years of related experience. Previous experience with review and application of standard policies and procedures to exceptional cases. Working knowledge of computerized, online record-keeping and registration systems. Excellent oral and written communication skills. Ability to effectively write and present reports. Ability to use independent judgment, the ability to interpret and apply policies and procedures, and the ability to work harmoniously with students, staff, faculty, and administrators..

Required Qualifications:

Preferred Qualifications:

Ability to manage administrative and office duties, such as basic accounting, recruiting, scheduling, corresponding, studio and office organization, publicity, inventory, and equipment check-out. In addition, may support original programming in television and audio productions as a crew member. Ability to critique and evaluate works in progress for instructional design and impact. Demonstrated ability to effectively provide technical and aesthetic leadership and work direction to others. Must also work well on a team as regular coordination and collaboration with a direct manager and other university staff is required. Ability to train others on new skills and procedures and provide work direction. Extensive and in-depth knowledge in production management, including research and analytical methodologies.

Comprehensive and in-depth knowledge of production theory, principles, and techniques as they apply to multimedia. Ability to understand and analyze departmental problems from a future-oriented and broad interactive perspective and readily develop proactive solutions that integrate strategic goals into tactical operations.

Skilled in video and media productions, project management, and student assistant management and coordination. Ability to effectively use applicable software in analysis, research, and reporting activities and projects. Ability to quickly research and incorporate subject matter expertise to provide production direction and enhance the quality of productions and the media center as a whole. Ability to evaluate the effectiveness of video projects.

Ability to develop innovative solutions to complex communication problems. Demonstrated consulting skills to work with faculty and staff to develop productions that meet stated objectives. Ability to effectively use all communication methods and formats and use expertise and persuasion, and negotiation skills to build consensus to achieve short- and long-term goals and objectives. Ability to effectively communicate with and influence high-level and diverse contacts inside and outside of the CSU system.

Thorough knowledge of English grammar, punctuation, and spelling. Thorough knowledge of office systems with the ability to use a range of technology, systems and software packages. Ability to independently handle multiple work unit priorities and projects. Ability to apply a variety of policies and procedures where specific guidelines may not exist. Working knowledge of budget policies and procedures. Ability to perform standard business math including calculating ratios and percentages, tracking financial data, and making simple projections. Ability to draft and compose correspondence and standard reports. Ability to handle effectively a broad range of interpersonal contacts including those at a higher level and those sensitive in nature.

Special Conditions:

May include evenings and/or weekends.

License / Certification:**Supervises Employees:***

Yes No

If position supervises other employees; list position titles:

Student Assistant(s)

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40%	<p>Recruiting, Budgeting, Research and Planning:</p> <ul style="list-style-type: none"> - Compiles and analyzes complex reports on the progress of work, inventory levels, costs, and production problems. - Responsible for supporting the creation distribution of content and programs on media outlets such as cable TV playback systems, social media, and web. - Coordinates and expedites workflow and materials within or between departments. - Focuses on fiscal and budgetary analysis and management, personnel administration, program and policy research, development, implementation, and evaluation. - Oversees budgeting and payroll for all Titan Communications student assistants. - Maintains and organizes all work areas in the office, studios, and labs. This includes programming and maintaining access to facilities, maintaining and organizing computer and lab use, shelving, signage, and storing equipment and supplies. - Responsible for equipment check-in and check-out of Titan Communications camera and microphone kits. - Accountable for managing closed captioning needs for Accessible Technology Initiative (ATI) and federal Americans with Disabilities (ADA) compliance. - Oversees all Titan Communications' social media sites, websites, and accounts. 	Essential
30%	<p>Supervising and Training:</p> <ul style="list-style-type: none"> - Effectively coordinate and lead student assistants, interns, and volunteers and activities related to extra-curricular activities. - Provides consistent work direction in their respective areas of expertise. These areas may include: Production Coordinator, Director, Technical Director, Video Editor, Producer/Writer, Audio Recordist/Engineer, Closed Captioning and Content Creation Specialist, Chief Television Editor, Graphic Artist, Studio Manager, Webmaster, and PR, Marketing, and Social Media Manager. - Responsible for the scheduling, supervising, assisting, and mentoring of student assistants, interns, and volunteers. - Coordinates the training of students on appropriate and complex software, technology, and equipment. Trainings may include Cinematography and Camera Operation, Post-Production and Video Editing, Multi-Camera Directing, Producing, Audio/Sound, and Policies and Procedures. - Oversees students in the facility for appropriate behavior and correct production techniques. - Assists university staff and faculty as needed, acting as one of the primary contact points for Titan Communications facilities. 	Essential
15%	<p>Live Production, Directing, Editing and Production Activities:</p> <ul style="list-style-type: none"> - Occasional production support is required. Includes preparing stage set-ups and running a live broadcast with student and university staff assistance. - Assists with basic technical needs of Titan Communication and the College of Communications. - Evaluates and critiques all video productions and works in progress and gives appropriate feedback to students and staff. Production responsibilities include scheduling, crewing, editing, and distributing video projects, as well as conferring with the department director to determine the progress of work and completion dates. - Assists with video production in the studio or in the field as a crew member. 	Essential
10%	<p>Check-Out Facilities:</p> <ul style="list-style-type: none"> - Supports the College of Communications check-out facilities by recruiting and scheduling student assistants, coordinating communications with faculty, and acting as backup for the check-out technician as needed. 	Essential
5%	<p>Other Duties as Assigned</p>	Essential

SELECTION CRITERIA

i There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally - Essential
Climbing:	Occasionally - Essential
Concentrating:	Frequently - Essential
Crawling:	Occasionally - Essential
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally - Essential
Lifting or Carrying up to 25 lbs.:	Occasionally - Essential
Lifting or Carrying up to 50 lbs.:	Occasionally - Essential
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Occasionally - Essential
Pushing or Pulling:	Occasionally - Essential
Reaching Overhead:	Occasionally - Essential
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Constantly - Essential
Standing:	Frequently - Essential
Stooping Kneeling or Squatting:	Occasionally - Essential
Walking:	Occasionally - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:

Excessive Noise:	Occasionally - Essential
Hazards:	Occasionally - Essential
Outdoor:	Occasionally - Essential
Elevated Work:	Occasionally - Essential
Extreme Temperature (hot or cold):	Occasionally - Essential
Indoor (Typical office environment):	Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2

Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3

Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary:

It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff, and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from various career disciplines that share the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

The Information Technology Services strives to be a strategic, innovative, and best-in-class IT organization that provides a leading-edge technology environment for students, faculty, and staff to advance the University's mission, vision, and goals. We seek an exceptional individual to join our College Centralized IT team as the Administrative Analyst, Television and Media Production (Administrative Analyst/Specialist - Exempt I). The ideal candidate in this role should have a positive attitude and an active, energetic mind characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Advertisement text:

HRDI

USERS AND APPROVALS

Justification for Position: Jeffrey Whitten replacement

Hiring Administrator:* Denise Chow

Email address: dchow@fullerton.edu

Approval process:* FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Eraj Shadaram ✓ Approved Jun 21, 2024
2. HR Classifier:	Chris Schloffer ✓ Approved Jun 25, 2024
3. Appropriate Administrator/Dean:	Willie Peng ✓ Approved Jun 26, 2024
4. Position Management:	FL-HRDI PM ✓ Approved Jun 27, 2024

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu