

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: MEDIA SERVICES

### Level C, Pay Grade 11

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| <b>LEVEL DEFINITION</b>                         | This level covers positions responsible for the strategic management of a television and interactive media production studio for the university.   |
| <b>TYPICAL RESPONSIBILITIES</b>                 | May include: strategically managing a service unit providing television, interactive media services to the university; developing production budgets and managing distance education grant funds; developing fee schedules and authorizing service contracts; providing designing and presenting workshops and seminars on scriptwriting and the use of new media; and making recommendations on the development of media policies and new technologies. |
| <b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b> | Makes decisions regarding strategic management of resources, budgets and the application of television and interactive media.  |
| <b>SUPERVISION RECEIVED</b>                     | Works with wide latitude. Work is reviewed in terms of achievement of broad goals.   |
| <b>SUPERVISION EXERCISED</b>                    | Manages staff and is responsible for hire, discipline, evaluation and termination.   |
| <b>MINIMUM QUALIFICATIONS</b>                   | Post-graduate degree in a relevant discipline. Minimum of eight years of related experience required, or the equivalent combination of education and experience.   |