

**Middlesex Community College**  
**Educational Assistant – Digital Media Production Specialist**  
Part-Time 15 hours per week

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Middlesex Community College  
**Hours:** Part-Time, 15 hours per week/Evenings  
**Salary:** \$24.94 per hour, plus participation in a State retirement plan  
**Closing Date:** September 15, 2016

**General Requirements:** Associate degree in a video production, digital media, communications or related field and 3-years' experience in digital media production including audio, video, Web design and graphics. Experience with industry standard hardware and software including broadcast video production equipment, Macintosh computers and the Adobe Creative Suite programs (Premiere, After Effects, Illustrator, InDesign, Photoshop, Dreamweaver, Illustrator), Microsoft Office, WordPress and Avid ProTools. Experience in a television studio environment and the operation of classroom AV equipment. Demonstrated ability to produce creative and effective media productions. Experience maintaining social media and websites. Demonstrated ability to handle several projects simultaneously. Excellent interpersonal, written, oral communication, and organizational skills with an attention to detail in composing and proof-reading materials. Experience and knowledge of television studio operations.

***Preferred requirements include*** a Bachelor's degree in a related field; supervisory experience; managing or experience working in an equipment loan pool and knowledge of Pro Tools digital audio workstation hardware and software for music recording.

**General Responsibilities:** Middlesex Community College's nationally recognized Center for New Media seeks a part-time 15-hour per week evening Digital Media Production Specialist to oversee evening operations of the Center. This includes supervising studios, labs, classrooms and equipment loan pool; managing digital media production equipment; supervising work study students; act as a teaching assistant to instructors; tutor and certify students on media production hardware and software; coordinate and manage events including the annual Arts and Media Festival; update and maintain the CNM website using WordPress and maintain a social media presence to promote events, programs and courses; work with program coordinators and in-house producers to produce instructional programming and for the promotion of CNM programs and events; work with CNM staff and the college's IT department to maintain computer security, manage the department server during evening hours and assist in the diagnosis and resolution of hardware, software and network issues.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** **Send letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), and a portfolio of your digital media production work including but not limited to video, audio, graphic and web design to:**

Noreen Wilson, Administrative Assistant  
Human Resources  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457  
Or, email: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu)

For more information about Middlesex Community College please visit our website, [www.mxcc.edu](http://www.mxcc.edu)

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER,  
M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex 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, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu); 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, [qfordham@mxcc.edu](mailto:qfordham@mxcc.edu), 203-608-3011.