BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: Manager of Media Technologies

DEPARTMENT: Media Technologies / Information Technology

FUNCTION: Manages activities and operations of the Educational Broadcast Center, including the 1W facility and fixed media support unit. Coordinates the development and application of new media technologies across campus; leads the development of cable TV spots, programming, and other related media. Works with the Center for Instructional Technology (CIT) and Information Technology (IT) to provide support for the online production center and video to the classroom.

REPORTS TO: Executive Director of Information Technology

SUPERVISES: Supervisor of Media Technologies; oversees Professional and Technical Assistants.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages the activities and operations of the Educational Broadcast Center, including 1W facility and the fixed media support unit.
2. Collaborates with IT, the Library’s Media Services and Technical Systems unit, and CIT, on the development and application of new media technologies across campus; selects, installs and support video to the classroom initiatives and fixed media systems.
3. Partners with Public Relations to develop cable TV spots, programming and other related media.
4. Assists CIT with the operation of the online production center and the creation of media materials for web based courses.
5. Supports media activities for all public events, including the activities of the Office of Community and Cultural Affairs and the TEC Training and Meeting Center.
6. Provides technical support for the Broadcasting curriculum and collaborates with faculty on the selection of instructional media equipment.
7. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
8. Prepares, track, monitors, and adheres to an annual budget.
9. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving
requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

10. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.

11. Performs additional tasks or duties as assigned by the Executive Direction of Information Technology or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in Broadcasting or related field required.

Experience: Minimum of 3 years of related experience including the supervision of a staff. Demonstrated background in design and implementation of media systems, including TV and radio studios, fixed media systems, and systems for support of public events. Requires experience in producing educational media programming.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE