

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Media Technologist (Digital Media and Classroom Technology)
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Post Holder	
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Accountable To	Head of ISLT
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Responsible For	
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Department	Information Services and Learning Technology
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Overall Purpose of Job

- To coordinate the correct deployment, delivery installation and support of new audio visual and digital technology projects across the college and its partners
- To be responsible for the creation, editing and storage of media content for use in ISLT and to support the ISLT team and other staff in the development and delivery of interactive ISLT content via synchronous learning software, both across the curriculum and Business Development Unit.
- To provide technical support and maintenance of audio visual systems and classroom based teaching and learning technology
- To instruct in the use of classroom based technology to staff and students
- To support the testing and piloting of new learning technologies
- To support and guide support and curricular staff in the development of learning content using relevant software and classroom technologies.
- To provide technical support to staff in the use mobile devices in the classroom and provide instruction to help develop their skills and capacity
- To source and develop relevant mobile apps to support teaching and learning
- To provide technical support and advise in the use of webinar technology for lecture delivery
- To work as part of the ISLT team to achieve the College's e-learning objectives
- Provide support on audio visual and digital technology for college events (may require out of hours support)
- Support the DigiSkillScotland videoconferencing network across the Scottish Borders

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Main Duties and Responsibilities

1. Creating, editing and managing media
 - a. Liaison with ISLT specialists to identify required media content
 - b. Involvement in planning location, timescales, equipment and personnel requirements for media creation
 - c. Photography, video or audio capture as required
 - d. Editing captured content using appropriate editing software, adding post-production effects, including sound and manipulating images
2. Storing and maintaining media content
 - a. Maintenance of a media library
 - b. Ensuring all media is stored safely and securely in an appropriate file format
3. Setup and use of video conference style synchronous learning
4. Training and development
 - a. Deliver technical training to other members of the ISLT team and other staff as required
 - b. Develop examples of good practice in Technology Enhanced Learning media content

Classroom Technologies

5. To provide technical support to staff in their use of interactive learning technology and mobile devices in the classroom
6. To have a thorough understanding of the interactive software used within the college to support learning and instruct others in their use
7. To support and guide lecturing staff in the creation and use of subject specific interactive content to support their in-class delivery via the Smartboard and/or Clevertouch boards.
8. To support and provide technical support to the development and roll out of audio visual technology at the college.
9. To research relevant subject specific apps and software for use by staff and students
10. To monitor the ongoing development of digital classroom technologies, mobile devices and other relevant interactive learning technologies
11. To evaluate emerging learning and audio visual technologies and make recommendations for implementation
12. To monitor the use of digital learning technologies in-class and encourage increased use where appropriate

13. To prepare and amend advisory, procedural guidance and technical documentation in the use of learning technologies and mobile devices for College staff and students

14. To provide training and instruction using a variety of methods including CPD, one-to-one, in class and through the use of webinars to staff, on the use of Smart technologies, other learning technologies and mobile devices

15. To provide training and support to students in the use of mobile devices

Development and improvement of organisational efficiency

16. To liaise with the wider department team to enable the implementation of new technologies

17. To make recommendations to and contribute to relevant internal committees

18. To liaise with external organisations and suppliers to support the development and maintenance of learning technologies

19. To represent the organisation at relevant local, regional and national user groups and events

20. Support the DigiSkillScotland videoconferencing network across the Scottish Borders including:

- Knowledge of videoconferencing systems
- Travel to sites across The Borders to provide technical support and training for the college's digital spoke sites

Personal and Professional Development

21. Adopt flexible working methods to meet the changing needs of the College

22. Develop and maintain quality standards appropriate to the post

23. Develop and maintain professional standards and expertise by undertaking relevant professional development

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
SCQF Level 7 or relevant professional qualification	E
Relevant qualification or experience in the application and maintenance of information technology used in learning.	D
Relevant qualification or experience in media production or audio visual technology.	D

KNOWLEDGE	Essential or Desirable
Knowledge of video creation, editing and management	E
Understanding of how new technologies can be used to promote learning	E
A knowledge of video conferencing solutions e.g. Webex, GoToMeeting, MS Teams/Skype, Vscene, Adobe Connect	E
An understanding of AV display equipment e.g. flatscreen displays, touch displays, projectors, audio setups, networked AV	D
Awareness of the range of equipment and software used in the learning environment	D
Understanding of how new technologies can be used to promote learning	D

EXPERIENCE	Essential or Desirable
Familiarity with semi-professional camera technology and usage	E
Experience of managing, operating and repairing media equipment and AV resources	E
Experience in using Adobe editing software or equivalent particularly in relation to video editing, photo editing, sound record and post-production	E
Media asset cataloguing experience	D
Familiarity with personal computers, interactive whiteboards and associated peripheral devices.	D
A knowledge of SMART Suite, Clevertouch or other similar software used in the classroom environment	E
Experience of managing, operating, fault finding and problem solving AV resources	E
Experience of using apps in an educational setting	D
Experience of mobile devices and their potential for use in the learning environment	D

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Presentation skills.	E
Good communication skills – both individual and group.	E
Negotiating and influencing skills	E
Good problem solving skills	E

OTHER ABILITIES/QUALITIES	Essential or Desirable
Good time management & organisational skills.	E
Effective decision-making skills.	E
Good keyboard skills.	E
Ability to work flexibly and effectively respond to changes.	E
A willingness to learn new skills and participate in continuous professional development	E
Ability to travel to other Borders College campuses	E