Cornell University Staff Compensation Program
Generic Job Profile Summaries

Communications Job Family: Multimedia Assistant Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. *A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA*

GENERIC JOB PROFILE SUMMARIES

	Multimedia Assistant III INDIVIDUAL CONTRIBUTOR	Multimedia Assistant IV INDIVIDUAL CONTRIBUTOR	Multimedia Assistant V INDIVIDUAL CONTRIBUTOR
Project Support	Assist the team with meeting project expected costs, timeline and deliverables.	May collaborate with client and/or team to determine scope of project(s). Help define expected costs and timeline for project deliverables.	Collaborate with client and/or team to determine scope of project(s). Help define expected costs and timeline for deliverables.
		Collaborate with team to identify client needs/requirements; recommend, develop and implement appropriate recommendations/solutions.	Identify client needs/requirements; recommend, develop and implement appropriate recommendations/solutions.
		May collaborate with other communications and marketing specialists to develop and implement project ideas and deliverables.	Collaborate with other communications and marketing specialists to develop and implement project ideas and deliverables.
		Assist in the design of educational and/or marketing materials.	Assist in the development and design of educational and/or marketing materials.
	Maintain and support multimedia projects.	Assist with improving and maintaining multimedia projects.	Assist with developing, improving and maintaining multimedia projects.
	May assist with determining layouts, formats, approaches, content, levels and mediums necessary to meet project objectives.	Assist with determining layouts, formats, approaches, content, levels and mediums necessary to meet project objectives.	Determine layouts, formats, approaches, content, levels and mediums necessary to meet project objectives.

	Multimedia Assistant III INDIVIDUAL CONTRIBUTOR	Multimedia Assistant IV INDIVIDUAL CONTRIBUTOR	Multimedia Assistant V INDIVIDUAL CONTRIBUTOR
	May photograph subjects utilizing a variety of camera formats and appropriate tools.	Photograph subjects using appropriate equipment; may utilize software to design, edit, retouch, resize and enhance photos for use.	Photograph subjects using appropriate equipment; utilize software to design, edit, retouch, resize and enhance photos for use.
	Assist in scheduling activities for multimedia projects.	Schedule and coordinate activities and contribute to photographic, and multimedia projects, information and research.	Plan, coordinate and schedule activities and contribute to photographic, and multimedia projects, information and research.
		May act as primary contact for distance learning and online events; attend meetings as needed.	Act as primary contact for distance learning and online events; attend meetings as needed.
Financial Support	Track and report on expenditures, supply and equipment needs.	Prepare, track, reconcile and report on expenditures, supply and equipment needs.	Prepare, track and create reports of expenditures, supply and equipment needs; assist with the preparation of annual budget requests.
Cataloging/Storage	Label and organize multimedia projects for storage/archive.	Assist in processing, cataloging, storage, distribution and duplications of multimedia projects. .	Process, catalog, store, distribute and duplicate multimedia projects.
Equipment/Technology	Troubleshoot basic equipment operation problems and provide technical support and training; maintain and perform minor repairs on mechanical components of audio-visual equipment.	Troubleshoot moderately complex equipment operation problems and provide technical support and training; maintain and perform minor repairs on mechanical components of audio-visual equipment.	Troubleshoot complex equipment operation problems and provide technical support and training; maintain and perform minor repairs on mechanical components of audio-visual equipment.
	Assist with scheduling, delivering, set up, installing, connecting, operating, maintaining and repairing multimedia equipment.	Schedule, deliver, set up, install, connect, operate, maintain and repair multimedia equipment.	Schedule, deliver, set up, install, connect, operate, maintain and repair multimedia equipment.
	May schedule the use of facilities, equipment, materials and services; prepare room with proper equipment; ensure the proper security of all audio/visual equipment.	Schedule the use of facilities, equipment, materials and services; prepare room with proper equipment; ensure the proper security of all audio/visual equipment.	Schedule the use of facilities, equipment, materials and services; prepare room with proper equipment; ensure the proper security of all audio/visual equipment.
		Provide guidance and recommend solutions based on technology requirements and limitations, budget, registration requirements, and target audience.	Provide guidance, advice and recommend solutions based on technology requirements and limitations, budget, registration requirements, and target audience.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10595 MULTIMEDIA ASSISTANT III, BAND C	10596 MULTIMEDIA ASSISTANT IV, BAND D	10597 MULTIMEDIA ASSISTANT V. BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree and up to 1 year relevant experience or equivalent combination	Associate's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination
IMPACT	Extends beyond college/unit	Extends beyond college/unit	Extends beyond college/unit
CONTACTS - INSIDE	Coordinate activities Contribute to group projects	Provide guidance or instruction	Provide guidance or instruction
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain involved information Provide detailed response
CONTACTS - STUDENTS	Provide advice or guidance on complex issues, procedures or instruction on complex equipment	Provide advice or guidance on complex issues, procedures or instruction on complex equipment	Provide advice or guidance on complex issues, procedures or instruction on complex equipment
SUPERVISION	None given	Students, Temporaries On-the-job training	Students, Temporaries On-the-job training
COMPLEXITY	Focus on an entire field	Focus on an entire field	Focus on an entire field

FACTOR PROFILE	10595 MULTIMEDIA ASSISTANT III, BAND C	10596 MULTIMEDIA ASSISTANT IV, BAND D	10597 MULTIMEDIA ASSISTANT V. BAND E
LEVEL OF DECISION MAKING	Responsible for making routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to the supervisor	Very general supervision; resolves most questions Accomplish most tasks alone Keep supervisor informed of progress	Little guidance to accomplish work activities Rarely refers situations to the supervisor
SUPPORT SKILLS – WRITING	Limited responsibility, OR is position's area of work	Provides standard responses to inquiries	Provides a non-standard response or prepares written material that requires some research
SUPPORT SKILLS – COMPUTER	Uses a variety of business or technical programs to complete information management or production tasks	Uses a variety of business or technical programs to complete information management or production tasks	Use business or technical programs to complete task requiring sophisticated usage
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.
WORKING CONDITIONS - VISUAL	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention
WORKING CONDITIONS - HAZARD	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required