Job Description for Temporary, Casual or Interim Positions

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<thead>
<tr>
<th>Job Title</th>
<th>Multimedia Assistant</th>
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<tr>
<td>Interim Job Code</td>
<td>INT141</td>
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<tr>
<td>Pay Grid</td>
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<td>Student Work Program Job Code</td>
<td>WPS141</td>
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**Job Summary**
Provide support in electronic media technologies to create and update e-textbook content and develop media elements.

**Accountabilities**
1. Provide support with managing the department or programs e-textbooks.
2. Update e-textbook content and complete general e-textbook maintenance.
3. Assist in the development of departmental or program e-textbook media.
4. Utilize graphic design techniques to create various media content.
5. Use specialized software to create and edit graphic images, photography, and videos.

**Qualifications**

**Education:** Completed or currently enrolled in a relevant College diploma program.

**Experience:** Experience working with Adobe Creative Suite.

**Working Conditions**
- Typical office environment.
- Work is performed under general guidance and direction.

**Exclusions**
- Do not train other staff.
- Do not provide advice regarding media structure, guidelines or development.
- Do not write content or documents such as correspondence, procedure manuals, reports, and minutes.

Date Revised: April 10, 2018