

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Multimedia Assistant		
<b>Interim Job Code</b>	INT141	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS141	<b>Pay Grade</b>	Level 2

### 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.