

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE I
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

JOURNALISM SUPPORT SPECIALIST

BASIC FUNCTION

Assists the journalism program by maintaining the computer lab, including software and hardware; maintains photography equipment; assists in the production, circulation, and filing of the print and online versions of the student newspaper; assists the faculty advisor in photocopying, scanning, and filing of newspapers, texts, and files.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of the computer lab for the Journalism Department for the publication of the student newspaper and webcasts. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Assists students in the publication of the student newspaper including page layout, pagination, graphics, digital scanning, advertising, and internet publishing; works with the student advertising manager regarding advertising design, electronic layout, and client billing.
2. Organizes student-generated art and stories for the paper in conjunction with the student editor and faculty adviser; collaborates with student editor in delegating copy editing, layout, and pagination assignments to student staff.
3. Trains, tutors, and mentors, individually and in small groups, on the skills and technology to perform graphic design, layout, editing needs, electronic production, and online publishing.
4. Maintains oversight on prepress printer packages with completed paginated pages, page proofs, and instructions.
5. Monitors desktops and peripherals and informs faculty adviser of high-level maintenance needs and repairs; troubleshoots basic problems with computer hardware and software and camera hardware and reports problems, as necessary.
6. Organizes data files to ensure students can find them; backs up data files on external hard drives and creates space on the server for new files.
7. Issues cameras and other equipment to students and ensures students sign into computer to record lab hours.
8. Maintains inventory of supplies and order supplies when needed; greets visitors, answers phone calls, and performs general clerical work.
9. Participates in District-provided in-service training programs.
10. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Best practices and standards for newspaper production processes, including copy editing, page layout, and associated graphics and software programs.
2. Associated press writing and journalistic style.
3. Operational characteristics of camera equipment.
4. Basic methods and techniques of troubleshooting desktop equipment.
5. Publication and distribution methods including the use of websites, webcasts, and social media.

Ability to:

1. Provide tutoring and mentoring to student newspaper staff.
2. Provide guidance in the development, writing publication, and distribution of the student newspaper.
3. Maintain photography equipment and other devices in good operating condition.
4. Organize program files and records.
5. Monitor desktop computers and peripheral equipment for proper operation and troubleshoot and resolve minor issues and/or request technology support as needed.
6. Maintain journalistic standards in newspaper content.
7. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
8. Exercise independent judgment within general policy and procedural guidelines.
9. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
10. Communicate effectively in the course of performing work tasks.
11. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
13. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree with coursework in journalism, mass communication, or a related field and one (1) year of experience in newspaper production; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and/or pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a studio environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.