State College of Florida, Manatee-Sarasota
Job Description

Job Title: Lab Instructor – Film
Reports to: Department Chair/Program Manager
FLSA Status: Exempt
Level: E16
Position Class:

Job Summary:
The major function of this position is to provide technical instruction in editing production studios and labs. Organizes and maintains equipment and materials, tutors students, consults with faculty and assists Department Chair in the general coordination of the instructional laboratory.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides instruction to students working on current course assignments in the film/digital editing production studios and labs. Maintains a schedule of lab hours for editing studios.
2. Provides evaluation of student progress and conceptual development to instructors.
3. Provides lab practicals in the area of camera, sound, lighting, and editing.
4. Reseaches and recommends future film/digital media editing systems, production services, and equipment purchases for the SCF film and telecommunication program.
5. Assists with ordering and maintaining film/digital media editing and production equipment And for classroom assignments in the field.
6. Advises the film/media instructor(s) regarding the effectiveness of the technical aspects of class productions.
7. Acts as technical advisor to program instructors, which includes the use of projection equipment and materials. Provides instruction to students in the operation of SCF film /digital editing production equipment.
8. Instructs students regarding the safety and security of the production process and the equipment. Communicates safety procedures to Venice Campus and Lakewood Ranch
9. Assists with the security, operation and scheduling of all SCF equipment and space in the film/digital editing production labs and studios.

10. Assists with the maintenance and general orderliness of the film/digital editing production studios and labs. Develops and administers procedures for student use of film production equipment. Maintains inventory of instructional materials, maintains check-out/check-in logs, and advises when new instructional material is needed.

11. Assigns work and trains student assistants as required.

12. Provides technical support for PolyCom equipment as needed, maintaining evening hours to remain available on call.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate Degree or equivalent from two-year college or technical school and four years’ experience in related field; or Bachelor’s degree from four year college or university and one year’s experience; or equivalent combination of education and experience. Previous experience tutoring and/or teaching college students is preferred.

- **Supervisory Experience:**
  One or more years’ of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance. (Except in math and science labs.)

  In math and science labs, the following is required:

  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations
where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills**
  Intermediate knowledge of word processing, spreadsheets, Internet and e-mail. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, database and other College required software. Must remain current with technology changes.

- **Certificates and Licenses**
  N/A

**Responsibility for People and Property:**
Responsibility for routine maintenance of lab equipment. Performs work as “lead” employee for laboratory staff and students.

**Responsibility for Communication:**
- **Internal Contacts**
  Routine contact with students, faculty and instructional administrative staff; frequent contact with other SCF administrative and support departments.

- **External Contacts**
  Frequent contact with vendors; occasional contact with prospective students, general public, and professionals appropriate for discipline.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:
1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Service Excellence: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   RESPECTFUL
   Act in a courteous manner
   Actively listen to gain full understanding
   Demonstrate awareness of “everything speaks”
   Show empathy and caring

   RESPONSIVE
   Approach people in an inviting and pleasing manner
   Take ownership of actions and decisions
   Plan, anticipate, and be forward thinking
   Answer and return phone calls and emails
   Use proper communication etiquette
   Banish the phrase “not my job”
   Provide assistance to all inquiries and follow through

   ACCURATE
   Do it right the first time
   Be knowledgeable of product and how it interfaces with others
   Ask probing questions
   Use resources effectively and efficiently

   COLLABORATIVE
   Participate in teams
   Develop team skill sets
   Learn available resources to be responsive to your constituents
   Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are
expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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