

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Multimedia Services Coordinator/1293**

**Function and General Scope**

Positions assigned to this class are responsible for coordinating the day-to-day operations of multimedia services including interactive media, satellite course instructional systems, extension or extended degree programming, public information and presentations, video conferencing, training and other technical multimedia materials for units located on the University campuses, research/extension centers and learning centers. Assisting with short- and long-term strategic planning strategies, budget(s) development and implementation including budget control over purchases of software and leasing of hardware; and assisting faculty with technical aspects of courses; developing interactive communications systems for students and instructors.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in communications, computer science, management information systems or other relevant field and four (4) years relevant related professional experience including experience with complex telecommunication systems or multimedia systems. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.