

**THE UNIVERSITY OF NEW ENGLAND**  
**POSITION STATEMENT**

*Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

**DEPARTMENT:** Teaching and Learning Centre

**POSITION TITLE:** Multimedia/Web Programming Assistant

**CLASSIFICATION LEVEL:** Higher Education Officer Level 4

**DATE CLASSIFIED:** 20 May 2008

**REPORTS TO:** Senior Programmer/Systems Administrator

**DIMENSIONS OF POSITION:**

Learning resources need to be constructed, maintained, stored, accessed and output in increasingly varied formats. Learning is also facilitated across an increasing number of platforms and mediums, this has led to an increase in all levels of programming requirements within the centre. The multimedia/web programming assistant is a team member in the Learning Resources Unit within the Teaching and Learning Centre and will take a role in assisting the other Multimedia/Web Programmers to ensure the quality and consistently high standards of multimedia solutions developed in the centre.

**POSITION OBJECTIVES:**

The multimedia/web programming assistant is part of a team engaged in the development of multimedia solutions, including learning materials, to be delivered to students via the University's Learning Management System, CD-ROM, and other convergent technologies. The incumbent will assist the other Multimedia/Web Programmers in the development of multimedia teaching and learning packages, and other multimedia solutions to meet the University's current and future needs.

**DUTIES:**

Under procedural direction and supervision and as a member of the LRU the Multimedia/Web Programming assistant will undertake the following:

1. Assist in the implementation of multimedia solutions to support flexible delivery at UNE which may include routine, low level programming and data entry.
2. Assist as appropriate in the support and maintenance of information systems.
3. Enhance and develop programming skills, including but not limited to: databases, fine tuning of programs, and web programming, design and maintenance.
4. Maintain and update web pages for TLC and other associated projects.
5. Assist in the production of technical documentation associated with particular projects and multimedia solutions and participate in the related tasks of business process re-design and continuous process improvement.
6. Be aware of, and apply as appropriate, the quality assurance and risk management standards to all projects.

7. Liaise with Unit members to achieve timely production of projects.
8. Undertake clerical duties and maintain records appropriate to the position.
9. Contribute to the functions and operations of the Learning Resources Unit appropriate to the position.
10. Be aware of the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety and quality assurance as they apply to this position.

#### **QUALIFICATIONS AND SELECTION CRITERIA:**

1. Completion of a diploma level qualification; or completion of a Certificate IV with relevant work experience; or completion of a post-grades certificate and extensive relevant work experience; or completion of Certificate III with extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.
2. High level computer skills including the ability to use a range of relevant software and applications such as PERL, PHP, JavaScript, HTML pages, PHP myadmin, MYSQL, text editors for programming and command-line server interfaces
3. Some experience in using a range of technical equipment relevant to the position.
4. Demonstrated accuracy and attention to detail.
5. Demonstrated ability to prioritise work and meet deadlines
6. Demonstrated high level communication and interpersonal skills.
7. Demonstrated ability to work as part of a professional team, to work with a wide range of personnel in a client focused organisation and to work with supervision.
8. Awareness of OH&S, risk management, quality assurance and EEO principles as they relate to this position.