



## OPEN AND DISTANCE LEARNING

### MULTIMEDIA DEVELOPER

<b>Job Title:</b>	Multimedia Developer
<b>Department:</b>	Open and Distance Learning (ODL)
<b>Duty station:</b>	Belmopan Campus
<b>Reports to:</b>	Director - Open and Distance Learning (ODL)
<b>Functional Relationship:</b>	Instructional Designer, Program Coordinator, Faculty

**Scope:** The Multimedia Developer is responsible to utilize creativity and technical ability to produce innovative digital products.

**Responsibilities:**

1. Collaborate with course developers to determine objectives of interactive multimedia communication to be developed.
2. Collaborate with course developers and Instructional Designer to help layout a “storyline” of the multimedia presentation using flowcharts.
3. Design and code ideas and storyline agreed upon into an interactive course lesson.
4. Review interactive course lesson developed with course developer and instructors to ensure the product developed fulfils the requirements of the course.
5. Research and stay up to date with new developments in programming languages and tools that can be utilized for the job.
6. Coordinate and become familiar with the platforms or systems utilized to ensure cross platform integration and ease of access for the end users.
7. Develop and establish policies for multimedia development and user acceptance testing (UAT).

### **Media Development Policies, Procedures and Processes**

8. Collaborate with peers to determine and facilitate best e-learning media practices.
9. Ensure Multimedia Development standards, policies and procedures are implemented and followed.
10. Work closely with LMS Administrator, Instructional Designer and course developers to test, publish, and manage interactive media.

### **Customer Service and Support**

11. Maintain high level client satisfaction during all phases of media development, implementation and testing.
12. Track escalated user problems and inform the user of the status. Log all client problems and solutions.
13. Document system procedures and train other personnel in the department to function as a backup.
14. Provide support to Faculty to resolve issues pertaining to the technical functionality of the Multimedia presence developed.

### **Other Duties**

15. Provide analytics/reporting supporting learning programs.
16. Maintain proficiency and technical knowledge as needed by attending trainings, reading Multimedia-related materials, and meeting with others in area of responsibility.
17. Contributes to team effort by accomplishing other related tasks as needed.
18. Exhibit flexibility and the ability to adapt to constant change.
19. Support ODL growth and development.

### **Requirements:**

1. Minimum 2 years' experience with interactive multimedia development.
2. Experience with Flash, mobile apps, animations and interactive media
3. Excellent creative ability and vision to enhance an idea.
4. Fully proficient computer skills including HTML 5, Flash, PHP, Ruby on Rails, AJAX, CSS, Javascript or C++ is required.
5. Ability to communicate effectively both orally and in written English.
8. Excellent time and project management. Skills.

### **Qualification(s):**

Minimum of a Associates Degree in Computer Graphics, Information Technology or Technology related field with 2 years' experience in Multimedia Development.