

<b>JOB TITLE:</b>	<b>CLASS VIDEOGRAPHER FOR DISTANCE EDUCATION</b>
Department:	Seminary
Location:	Severance Hall 231
Supervisor Name:	Nicky Story
Supervisor Phone Number:	563.589.3647
Supervisor Email:	nstory@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none"><li>• Record and upload video to the server.</li><li>• Confirm audio, video and computer capture is working 5-10 minutes before each class period.</li><li>• Ensure capture and upload finalize properly.</li><li>• Notify supervisor of any issues consistently.</li></ul>