

Specialist, Game Development Institute

FLSA Status: Exempt

Pay Grade: 16

Job Title ID: 201501

Job Series/Job Family: Workforce Education & Business Development Series / Dean Computer Studies & Advanced Technology Family

Reports To

Assistant Dean, Visual Communications

Job Purpose

To provide information to current and potential students on the Game Development Institute's (GDI), Applied Game Lab (AGL), and assist students in the lab setting.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Advises potential and current students regarding ACC GDI program; provides information regarding education and training required; degree plan change requirements; and career opportunities.
2. Assists in the development, and implements supplemental student workshops.
3. Oversees Game Club membership and activities for GDI. Assists in the maintenance of the Meetup.com GDI members list and coordination of monthly information sessions.
4. Assists and supports students, faculty and others to achieve project goals related to completion of GDI degrees and certificates.
5. Coordinates the use of Applied Game Lab (AGL) with various departments; ensures that all ACC and outside groups are familiar with College and department policies regarding the use of AGL.
6. Coordinates and assists faculty with implementation of industry standard tools and practices for game development.
7. Provides support and direction to students in the video game degree programs and in the applied game lab environment.
8. Promotes GDI programs by attending job fairs, high school outreach/recruiting efforts, and professional association meetings.
9. May assist the ADC in the development of program marketing materials and web resources; and interfaces with community organizations to represent the Game Development Institute.
10. Identify game development tools, technologies, and processes relevant to student and faculty projects and make recommendations to respective chairs.
11. Tutors individual students or groups in Game Design & Art areas of specialization.
12. May oversee GDI labs on evenings and weekends.
13. Collaborates with faculty to maximize student skill development for GDI students.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Game design, development, concepts, components, and functional uses.
- Knowledge of a 3D software program or other animation software programs.
- Project development and coordination.

Preferred

- Individual and group tutoring techniques and standards.
- College admission and financial aid procedures.
- Processes for organizing and leading study groups and Game Club.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Fostering communication across departments and working in a collaborative manner.
- Maintaining an established work schedule, which may include some evening and weekend hours.
- Fostering creativity and effectively interacting with students of diverse and multicultural backgrounds.
- Reliable milestone project delivery and presentation.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Making individual or group presentations.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships in a team environment.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and specialized computer skills related to video/computer game design and development: Project Management software; 3D software applications; Flow-charting software; and/or Game Engine.

Preferred

- Demonstrated proficiency in: 3D Studio Max or Maya; ZBrush; UTK; Vicious Cycle Game Engine; Photoshop CS3 or above; Microsoft Project; and/or Microsoft Visio.

Physical Requirements

Required

- Occasional lifting of objects up to 50 pounds
- Work is routinely performed in standard office or computer lab environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling

Work Experience

Required

- Two years related work experience in a video/computer game design and development environment.

Preferred

- Three or more years experience working in video game development.

Education

Required

- Associate's degree in related field.

Preferred

- Bachelor's degree.

Licenses/Certifications

Required

- Valid Texas Driver's License.

Other
Required

- Reliable transportation for local travel.

Safety
Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.