

**MINIMUM PERSONNEL QUALIFICATIONS**

**On-Site Manager**

Education/Experience: Bachelors degree, commercial art/trade school diploma/certificate, or four years of post-high school specialized training in business, management, or other fields related to the position **and** one year of specialized experience as defined below.

**OR**

Experience: Five years of experience as a technical project manager or systems specialist in the field of publications, commercial offset and digital color printing, multimedia, imaging systems, or audio/visual systems. Experience must include managing a large budget and a staff of multiskilled employees. Background must also include evidence of written and oral communication skills necessary to perform production control duties. Evidence of staying current with the latest technology in the technical publication, imaging, visual information, or video teleconferencing fields is highly desirable.

**Writer/ Editor**

Education/Experience: Bachelors degree in any field **and** three years of experience editing or writing for scientific or technical publications. Experience must demonstrate ability to present professional publications that serve the communication needs of a research and development audience and that meet style, format, budget, and other specifications imposed by the nature of the document. Must have written and oral communication skills necessary to consult with executive managers, leading scientists, or engineers to provide technical advice and cost estimating .

**OR**

Experience: Three years of experience in writing and editing for technical and non-technical professional publications. At least one year of the experience must have provided substantive scientific or technical knowledge. Experience must demonstrate ability to present professional publications that serve the communication needs of a research and development audience and that meet style, format, budget, and other specifications imposed by the nature of the document. Must have the leadership and written and oral communication skills necessary to consult with executive managers, leading scientists, or engineers.

**Editorial Assistant**

Education/Experience: Four years of education above high school **or** a high school diploma or GED certificate **and** one year of experience in basic copy editing and composition skills for non-technical professional publications. Job history should include written and oral communications skills necessary to communicate effectively with all levels of personnel.

**Computer Specialist**

Education: Bachelors degree in computer science, information sciences, information systems management, mathematics, statistics, operations research or engineering or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

**OR**

Education/Experience: Associates of Arts degree, commercial art/trade school diploma/certificate, or two years of post-high school specialized training in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or other fields related to the position **and** one year of experience as defined below.

**OR**

Experience: Three years of experience that provides a basic knoweldge of data processing functions, information processing, methodology, computer capabilities, and processing techniques. Job history should include experience which indicates the ability to develop an action plan that requires the coordination with others outside the organizational unit to solve a computer problem. The computer specialist must also be able to interpret and apply existing guidelines or precedents to the needs of the assignment.

**Visual Information Specialist**

Education/Experience: Bachelors degree with major study in commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, visual communication, or other related field **and** one year of experience as defined below.

**OR**

Experience: Three years of experience in various aspects of the visual information field to support publication and presentation products by working with Mac or PC computer platforms and having wide Mac or PC graphics and desktop publishing software experience in a multiple network environment. This includes producing photographs, illustrations, drawings, charts, diagrams, models, maps, slides/viewgraphs, multimedia CD-ROM programs, page layout and/or electronic pre-press files for commercially or digitally printed publications.

**Visual Information Specialist – Exhibits**

Education/Experience: Bachelors degree with major study in commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, visual communication, or other related field **and** one year of experience as defined below.

**OR**

Experience: Three years experience in writing, trade shows marketing, visual communications, or managing a technical exhibits program for a large organization. Must be familiar with the techniques and materials used in the construction of exhibits and the audiovisual equipment used in exhibits. Oral and

written communication skills and the ability to work and negotiate with all levels of people are required.

**Photographer**

Education/Experience: Bachelors degree in photography or related field or four years above high school leading to a bachelor's degree with 24 semester hours of course work in photography **and** two years of experience as defined below.

**OR**

Education/Experience: Associate of Arts degree or a commercial/trade school diploma/certificate that includes courses in photography or other fields related to the position **and** three years of experience as defined below.

**OR**

Experience: Three years of experience in operating a variety of film format camera systems and film processing equipment and one year of experience in operating digital camera equipment. Experience includes using scanners and digital output devices, including dye-sublimation printers and continuous tone hybrid printers; a general knowledge of software associated with traditional and digital photography, including Adobe Photoshop; and a basic understanding of color management principles to ensure color fidelity across multiple platforms.

**Audiovisual Production Specialist**

Education/Experience: Bachelors degree with major study in photography, radio or television production, motion picture production, or other related field **and** one year of senior level experience as defined below.

**OR**

Experience: Three years of experience in multimedia production, such as videotaped and live television materials, interactive CD-ROM programs, motion picture films, multicamera network and satellite teleconferencing, and similar audiovisual products and programs. Must be able to configure and use a wide variety of video, computer/software, and video editing systems to document scientific data and record and assemble video technical reports and other audiovisual materials and productions. Job history should support leadership, written and oral communication skills necessary to consult with executive managers, leading scientists, or engineers to provide technical advice and cost estimating. Job history that demonstrates skill in understanding complex program requirements and in applying creative solutions to produce effective, cost efficient communication products is highly desirable. Experience in operating a non-linear digital editing system, such as the AVID, is also highly desirable.

**Administrative Support Assistant**

Education/Experience: Four years of education above high school or a high school diploma or GED certificate **and** one year of experience in administrative support including data entry, filing, financial management, and customer service support.