



Foster Center for Student Innovation
5798 Student Innovation Center
Orono, Maine 04469-5671
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DIGITAL MEDIA SPECIALIST (Student Media Assistant)
Foster Center for Student Innovation

Duration: Fall 2017 Semester (with possibility of extension, depending on funding and performance)

Location: Foster Center for Student Innovation

Work Days & Hours: Monday through Friday, with occasional weekend and evening work. Typical hours of operations are M-F, 8:00 am – 5:00 pm. There is some flexibility within these hours.

Hours per Week: 15-20 hours per week required

Compensation: Pay Level V

Eligibility: Current or new undergraduate/graduate student. Student must be registered full-time for fall semester. Must maintain academic good standing at all times.

Reports to: Innovation Outreach Manager

Job Statement

We are seeking a Student Media Assistant to assist in providing innovative print and digital marketing and communication materials to both internal and external audiences. Student will work alongside Foster Center for Student Innovation staff, but will be expected to work with minimal direct supervision and exercises a high level of independent judgment, initiative and creativity.

Qualifications: Requires impeccable organizational skills, high level of verbal, written, and presentation skills. Ability to work both autonomously and within a team environment. Ability to handle multiple competing deadlines. Position requires high degree and respect for confidentiality and professionalism. Must exhibit proficient knowledge in video editing, Adobe Creative Suite, and social media marketing.

Primary Responsibilities:

- Photographs and films activities and events

- Creates video clips for projects
- Maintains and manages media content files
- Maintains and manages production equipment
- Updates website
- Assists in the development of communication materials (print- and web-based)
- All other relevant tasks as assigned

How to Apply

Submit cover letter and resume with two references to contact individual below via email.

Angela McCue
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Foster Center for Student Innovation
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