

PROMOTIONS OFFICE

Organization Name: Promotions Office (Office of Student Life)

Job Title: Assistant Video Editor (SE+)

Reports to: Bobby Nielsen (Video Manager), Project Manager(s), & Lead Editor

Job Objective: Works to meet the post-production needs of various client based video projects.

Responsibilities:

- Work collaboratively with project managers to meet client expectations on projects
- Ingest and organize project media following specified file organization workflow process
- Find unique music for each project and polish audio
- Color correct/grade footage
- Export projects and make adjustments based on team and clients feedback in a timely manner
- Meet deadlines for project deliverables
- Participate in regular team meetings
- DVD authoring
- Uphold Promotions Office project standards

Required Qualifications:

- Film and Video major or related field of study
- Must be current GVSU student enrolled in at least 6 credits
- Proficient in Adobe Premiere Pro
- Strong communication skills and effective organizational abilities
- Highly motivated individual who collaborates with team members
- Works well under pressure in a fast-paced environment

Preferred Qualifications:

- Experience with Adobe After Effects, Audition, Illustrator, and Photoshop
- Prior experience working with clients
- Active in some aspect of Student Life

Compensation: Starts as a level 3A and increases based on prior experience and time in the position. Hours are available on a project by project basis.

Description of organization: The Promotions Office is a team of young professionals who strive to inform, educate, and inspire the GVSU community through creative and innovative print & video promotional material. The Video Team continuously works to provide a high quality professional product for our clients.

The Office of Student Life strives to engage students in a variety of experiences that will offer opportunities for growth and development. Through the many programs, services, and leadership opportunities offered, students are provided with an environment to gain skills that will complement their academic programs and help prepare them for the future.

How to apply: Deadlines and information about applying for this position can be found online at: <http://gvsu.edu/promotions/apply>

