

PROMOTIONS OFFICE

Organization Name: Promotions Office (Office of Student Life)

Job Title: Assistant Project Manager (SE+)

Reports to: Bobby Nielsen (Video Manager) & Project Manager

Job Objective: Assists with scheduling photo services, video pre-production, and office related work to accomplish projects that meet the unique needs of the campus community.

**This position has the opportunity to advance to the Video/Photo Project Manager role after 2 semesters have been completed.

Responsibilities:

- Assists with producing client-based projects
- Supports the Video/Photo Project Manager in a variety of tasks
- Communicates with clients to confirm services
- Assists in scheduling client based services including photo, event coverage and video production
- Schedules team meetings and staff bonding events
- Completes office related tasks and projects
- Maintains communication via email

Required Qualifications:

- Film and Video major or related field of study
- Must be current GVSU student enrolled in at least 6 credits
- Ability to work in a fast-paced environment
- Highly motivated individual with the ability to work on a team
- Must be able to troubleshoot and problem solve on the fly
- Have strong leadership, organizational, and communication skills

Preferred Qualifications:

- Previous experience in business or management
- Prior experience working with clients and producing
- Ability to work outside normal office hours, including weekends if needed
- Active in some aspect of Student Life

Compensation: Starts as a level 3A and increases based on prior experience and time in the position with 8-10 hours/week. Additional hours may be 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 design, print, photo, and 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>