

PROMOTIONS OFFICE

Organization name: Promotions Office/Student Affairs Marketing (in the Division of Student Affairs)

Job title: Assistant Video Editor

Reports to: Creative Services & Production Manager, Video/Photo Project Manager, Team Lead

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

**This position has the opportunity to advance to the Video Editor position with time in position and the successful completion of a training passport.

Responsibilities:

- Work collaboratively with project managers and video editors 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
- 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 and maintains regular weekly office hours
- Track project status in project management software
- Communicate with clients via email
- 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

Compensation: Starts as a level 4A (based on the [GVSU Student Wage Rate Chart](#)) and increases based on prior experience and time in the position. 12-15 hours/week. Additional hours may be available on a project by project basis.

Description of organization: The Promotions Office is a student-powered creative agency that provides design, print, video, photo and digital marketing services for clients (on campus) which educate, inform, and inspire the campus community. We are a part of Student Affairs Marketing within the Division of Student Affairs.

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

