**Job Title:** Editor

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

**Job Objective:** Works to meet the post-production and graphic animation needs of various video projects.

**Responsibilities:**
- Work collaboratively with project managers to meet client expectations on projects
- Ingest and organize project media
- Find unique music for each project and polish audio
- Color correct/grade footage
- Export & upload projects and deliver to client in a timely manner
- Meet deadlines
- Attend team meetings and required office hours
- DVD authoring
- Create professional-looking motion graphics to be incorporated in videos
- Make adjustments to projects based on client feedback
- 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
- Efficient communication skills and effective organizational abilities
- Highly motivated individual who collaborates with team members
- Proficient in Adobe Premiere Pro and After Effects
- Experience with Adobe Illustrator and Photoshop
- Works well under pressure in a fast-paced environment

**Preferred Qualifications:**
- Prior experience working with clients
- Active in some aspect of Student Life

**Compensation:** Wages are competitive with video production-related jobs on campus. Increases with experience. This position has weekly office hours.

**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](http://gvsu.edu/promotions/apply)