

# PROMOTIONS OFFICE

**Organization Name:** Promotions Office (Office of Student Life)

**Job Title:** Video Editor (SE+)

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

**Job Objective:** Works to meet the advance 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 following specified file organization workflow process
- Find unique music for each project and polish audio
- Color correct/grade footage
- Create professional level motion graphics to be incorporated in videos
- Export projects and make adjustments based on team and clients feedback in a timely manner
- Meet deadlines for project deliverables
- Give guidance and input on edits to the assistant video editor
- Participate in regular team meetings and maintains regular weekly office hours
- 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 and After Effects
- Experience with Adobe Audition, Illustrator, and Photoshop
- 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:

- Prior experience working with clients
- Active in some aspect of Student Life

**Compensation:** Starts as a level 4A and increases based on prior experience and time in the position. 8-14 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 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>