

PROMOTIONS OFFICE

Organization Name: Promotions Office in Student Life

Job Title: Project Manager

Reports to: Bobby Nielsen (Video Manager)

Job Objective: Works directly with clients as a producer to create videos that meet their unique needs for the campus community.

Responsibilities:

- Produces client-based projects
- Performs tasks in role of Director for projects
- Assists the DP in a variety of tasks
- Organizes and schedules meetings and production shoots
- Keeps the team up to date with current projects and plans
- Meets with potential clients about their projects
- Creates budgets and monitor expenses through production
- Collaborates with other departments to complete shoots
- Oversees the production process from start to finish
- Maintains professional relationships with individuals across the campus community
- Sets deadlines and keeps the team accountable/on track to meet them
- Upholds team values as role model for crew

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 exceptionally strong leadership, organizational, communication skills

Preferred Qualifications:

- Previous background in Business or Management
- Prior experience with working with clients
- Access to personal means of transportation
- Ability to work outside normal office hours, including weekends if needed
- Active in some aspect of Student Life

Compensation: Wages are competitive with video production-related jobs on campus. Increases with experience. Weekly hours vary with projects and time of year. 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>