



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H08020

Date: 02.12.24

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Marketing Assistant*

***(Part-Time/Non-benefited.
Maximum 19 hours per week)**

DEPARTMENT:

Career Center

CAMPUS:

Rose Hill

ESSENTIAL FUNCTIONS:

- Creates simple motion graphic short videos (1-3min) to accompany voiceovers.
- Edits social media teasers from published podcast episodes and workshop recordings.
- Collaborates with students and staff in the development of TikToks/Reels/Shorts.
- Attends events as necessary to record video footage; edits brief event recap videos.
- Assists in development of promotional department videos.
- Maintains organization of video and project files in department Shared Drive folder.
- Photographs events and workshops at Rose Hill and Lincoln Center campuses.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent
- Minimum one year of experience in video and motion graphic production or degree in related field.
- Knowledge of Adobe Premiere Pro, DaVinci Resolve, Final Cut Pro, or similar software.
- Knowledge of Adobe After Effects or similar software.
- Excellent communication and collaboration skills.
- Ability to work on and prioritize multiple projects, attention to detail, time management skills.
- Ability to work at both Rose Hill and Lincoln Center campuses.
- Availability to attend occasional evening or weekend events.

PREFERRED QUALIFICATIONS:

- Knowledge of social media platforms, specifically video-based functionality.
- Familiarity with Google Office Suite.

SALARY:

Minimum Starting Salary: \$18.00/Hour

Maximum Starting Salary: \$18.00/Hour

**Salary is commensurate with experience,
qualifications, and skills.**

FLSA CATEGORY:

Non-exempt

START DATE:

ASAP

**SEND COVER LETTER, RESUME, AND A PORTFOLIO OF
MOTION GRAPHIC AND VIDEO WORK SAMPLES TO:**

tperilli@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories.*