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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