

Job Opportunity

FULL-TIME

Multimedia Developer

GALEN
UNIVERSITY
www.galen.edu.bz



GALEN UNIVERSITY HAS THE BELOW VACANCY:

MULTIMEDIA DEVELOPER

The Multimedia Developer position is a full-time position that requires a self-motivated, creative, passionate developer with experience in graphic arts, photography, and a good command of the English language.

The multimedia developer creates flyers, videos, advertisements, produces podcasts and TV shows for Galen University. Responsibilities also include assisting with maintaining internal and external branding protocols and overall brand image. The multimedia developer is responsible for the maintenance and updating of Galen's webpage, as well as, the updating of social media and other virtual forums, tools, and applications to support Galen University's quality standards for service, education, communication, and public relations.

Galen's multimedia developer should be professional, ethical, confidential, conscientious, and committed to excellence. The Multimedia developer reports to the Director of Marketing, Admissions and Public Relations.

RESPONSIBILITIES:

- Works closely with the Office of Marketing, Admissions and Public Relations to design, develop and produce multimedia resources for the university.
- Works independently and otherwise on video and graphic creation, content revision and editing as required or requested for minor video production for social media and advertisements.
- Sets-up and operates technical systems and equipment for live streaming, podcasts, public relations events and virtual shows and recruitment activities.
- Supports recruitment activities by creating and producing audio-visual content, as well as participating in recruitment events.
- Creates attractive and effective content for social media, websites, and mass media. Including flyers for all national and international holidays recognized in Belize and relevant to Galen's mission.
- Stays up to date with social media and video trends, software updates and internet culture and applies these on the job.
- Communicates effectively between university offices and departments.
- Supervises the work scholar assigned to the multimedia developer.
- Works along with external service providers engaged for technical services related to marketing Galen University.

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SKILLS AND EXPERIENCE:

- Minimum of an associate degree in a related field area OR equivalent in experience
- Experience in Graphic Arts, Videography and Video Editing (for non-professional video creation) and Photography.
- Proficient with Adobe Creative Suite, video editing software
- Live streaming capabilities
- Ability to quickly adapt to changes and last-minute urgent requests.
- Flexible, goal-oriented and able to work well under pressure.
- Good organizational and time management skills
- Detail and goal-oriented.
- Able to give and receive constructive feedback.

APPLICATION PROCEDURE:

To apply for the position of Multimedia Developer, submit the following documents to **humanresources@galen.edu.bz**:

- Updated Curriculum Vitae (CV) highlighting relevant qualifications, and professional accomplishments.
- A cover letter outlining your interest in the position and detailing how your background aligns with the responsibilities and requirements outlined above.
- Three professional letters of reference attesting to your work ethic and abilities, provided by individuals familiar with your professional accomplishments.
- A copy of your Social Security card.
- A certified copy of your highest degree diploma, along with duplicates of any pertinent certificates validating additional qualifications.

Application Deadline: Monday, May 27th, 2024 at 3:00 PM