

# Job Opportunity

## FULL-TIME Multimedia Developer

**GALEN**  
**UNIVERSITY**  
[www.galen.edu.bz](http://www.galen.edu.bz)



### **GALEN UNIVERSITY HAS THE BELOW VACANCY:**

#### **MULTIMEDIA DEVELOPER**

Galen University is looking for a self-motivated, creative, and passionate full-time multimedia developer with sound experience in video graphing, graphic arts, photography, and video editing.

Applicants should be able to translate ideas into graphics, flyers, videos, and advertisements for the university, as well as assist with maintaining internal and external branding protocols and overall brand image. Additionally, applicants should be able to assist with and advise on the use of social media and other virtual forums, tools, and applications to support Galen University's quality standards in service, education, communication, and public relations. Applicants should be professional, ethical, confidential, and committed to excellence.

#### **RESPONSIBILITIES:**

- Works closely with the Office of Marketing, Admissions, and Public Relations to design, develop and produce multimedia resources for the university.
- Provides technical assistance to the Systems Administrator and IT Office
- Work independently on video and graphic creation, content revision and editing as required or requested
- Produce Galen University shows, graduations, student orientations, and virtual events along with respective lead faculty and staff
- Support recruitment activities by creating and producing audio-visual content
- Provide computer and internet technology assistance for marketing and admission related activities
- Create attractive and effective content for social media, website, and mass media
- Stay up to date with social media and video trends, software updates and internet culture and apply these on the job
- Communicate effectively between university offices and departments

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## **GALEN UNIVERSITY HAS THE BELOW VACANCY: Multimedia Developer**

### **SKILLS AND EXPERIENCE**

- At least 3 years experience working in multimedia development
- Minimum of an associate degree in related field area OR equivalent in experience
- Experience in Graphic Arts, Videography, Video Editing and Photography
- Proficiency in Adobe Creative Suite, Canva and other multimedia software
- Ability to quickly adapt to changes and urgent requests
- Flexible, goal-oriented, detail-oriented and able to work well under pressure
- Good organizational and time management skills

This is a full-time position, that reports to the Director of Marketing. The successful applicant will be required to work out of Galen University, Central Farm Campus. The successful applicant must be willing to comply with health authority requirements and Galen University's policies, with respect to vaccinations, etc., if the need arises. Salary is negotiable and commensurate with experience and/or education.

### **APPLICATION PROCEDURE:**

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

- Updated Curriculum Vitae (CV)/Resume 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 stated above.
- Three professional letters of reference attesting to your work ethic and abilities – 2 professional and 1 personal recommendation.
- A certified copy of your highest degree diploma, along with duplicates of any pertinent certificates validating additional qualifications.
- A copy of your Social Security card.

**Application Deadline: Wednesday, May 14th, 2025 at 4:00 PM**