Digital Media Assistant
Calvin E. Bright Success Center
Spring 2017

University of California, Merced
Calvin E. Bright Success Center
learning.ucmerced.edu

Application Deadline: March 9, 2017

The Digital Media Assistant will play a crucial role in digital and print media development for the Calvin E. Bright Success Center, including graphic design work, website maintenance, and other digital and technical projects to support the BSC's mission to provide learning support services which empower students to achieve personal and academic success.

Position Details & Timeline

$12.50/hour
Anticipated start – March 15 - April 15, 2017
Position end – May, 2018 (students eligible to return in 2018-2019 and beyond may be considered for continued employment at the end of the 17-18 academic year)

Position Responsibilities

- Design and produce digital and print media to promote BSC programs and services (this may include posters, fliers, pamphlets, digital displays, etc.)
- Maintain and update Bright Success Center websites, including learning.ucmerced.edu, orientation.ucmerced.edu, and mentoring.ucmerced.edu
- Provide consultation and feedback to professional staff on promotional and marketing materials as requested
- Maintain folder with project requests and work log
- Create and edit BSC multimedia features including videos, slideshows, and others as assigned
- Participate in Bright Success Center activities, programs and services as assigned
- Meet with supervisor on a regular basis
- Other duties as assigned

Qualifications

- Must possess strong artistic and creative ability
- Strong communication and interpersonal skills, including the ability to communicate effectively (in one-on-one and group settings) and listen
- Strong writing and editing skills required
- Proficient knowledge of Adobe Illustrator, InDesign, Photoshop, Flash, or similar graphic design software
- Technical familiarity with web design and site maintenance desired (i.e. HTML)
- Ability to multi-task, prioritize, and balance varying volumes of work assignments, and adapt to the changing needs of the office
- Must be able to work independently and complete projects as assigned and meet deadlines
- Must have a flexible schedule
- Ability to maintain confidentiality when appropriate

To Apply

Complete an application at jobs.ucmerced.edu where you must also submit the following:

- Upload a current resume
- Upload a cover letter

Questions? Contact learning@ucmerced.edu