

## **Student Assistant: Media Development/Production**

Gallaudet University's Graduate Admissions office is seeking a student assistant skilled with social media, graphic design, media production, videography, photography, and/or marketing.

### **Requirements:**

- Be an active Gallaudet University student in good standing, able to work up to 20 hours/week, ideally during business hours (9:00 AM – 5:00 PM).
- Demonstrate a high level of professionalism, and possess strong organizational, interpersonal, and communication skills.
- Have basic working knowledge of both Mac and PC platforms.
- Knowledge and expertise in using various social media platforms (Facebook, Twitter, Instagram, SnapChat, and others) to help effectively promote Gallaudet University's Graduate School programs.
- Be able to effectively use programs including Adobe Creative Cloud, Microsoft Word, Google Docs, iMovie, and/or other web development software required.
- ASL fluency and excellent English writing skills are required at the time of application.

### **Responsible for:**

- Promote Gallaudet University through various social media platforms leading to increased number of qualified applicants for each graduate program.
- Producing promotional/marketing VLOGS, print, and contributing to the development of bilingual media materials.
- Designing and producing effective, informative, and high quality marketing media to draw potential majors.
- Photographing and filming Graduate Admissions department projects, activities and events.
- Other clerical duties as needed.

**Salary Range: \$15/hour**

**Deadline to Apply: December 14, 2018**

For consideration, submit student employment application, resume, and at least one reference to:

David B. Strom  
Gallaudet University  
Director, Graduate Admissions  
Kendall Hall, Room 102A  
800 Florida Ave. NE  
Washington, D.C. 20002-3695  
[david.strom@gallaudet.edu](mailto:david.strom@gallaudet.edu)