

August 30, 2011

## **PART-TIME MARKETING/MEDIA SPECIALIST**

### **RESPONSIBILITIES**

- Implementation of College social media
- Take digital pictures and integrate pictures into electronic materials
- Assist with news conferences, groundbreakings, dedications, and other campus events, including occasional evening events
- Provide audio visual assistance at various locations on campus including the Wagner & Brown Auditorium and Carrasco Room
- Must accommodate requesting department or group with all audio/visual support for their intended activity
- Provide assistance with lighting and sound setup/support for campus activities and events
- Deliver and pick up audio/visual equipment to and from classrooms and other campus locations
- Clean and repair audio/visual equipment when possible
- Assist the Public Information and Institutional Advancement offices with the Davidson Distinguished Lecture Series and the Phyllis & Bob Cowan Performing Arts events as needed
- Some hours will require evening and weekend responsibilities
- Other duties as assigned

### **QUALIFICATIONS**

#### **REQUIRED:**

- Associate's Degree
- Must possess valid Texas Driver's License
- Desire to learn web editing, social media, and setting up multi-media equipment  
Familiar with personal computer, multi-media equipment (i.e., laptop, LCD projector), general office equipment and digital camera
- Able to lift up to 40 lbs
- Good writing skills in order to support social media marketing initiatives, implementation, and follow-through
- Experience with Microsoft Windows, Microsoft Office, Adobe InDesign and Adobe PhotoShop software
- Good English proficiency
- Work in a fast-paced, energetic environment and organize and implement projects and events
- Must be able to work occasional evening hours in support of campus and community activities
- Web editing, web design classes, and desktop publishing experience/training is beneficial to this position

#### **PREFERRED:**

- Bachelor's Degree
- Experience in web editing, social media, and setting up multi-media equipment

### **SALARY**

\$10.00 per hour. Up to 19 hours per week. Position available September 1, 2011. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

### **APPLICATION PROCESS**

Interested candidates should send a resume, completed Midland College application, and a statement addressing the responsibilities, qualifications and how the candidate meets the desired characteristics. **Applications should be sent to: Zaira Valeriano, Director of Human Resources/Payroll, Midland College, 3600 N. Garfield, Midland, Texas 79705, (432) 685-4532**

**Midland College Is an Equal Opportunity Employer**

**This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.**