

ILISAGVIK COLLEGE
-INTERNAL/EXTERNAL JOB ANNOUNCEMENT -

Posting Date: October 20, 2016

Closing Date: October 26, 2016

POSITION: Media Specialist
LOCATION: Barrow, Alaska
REPORTS TO: Distance Education Lead Coordinator
WORK SCHEDULE: Hours may vary (Including possible evening and weekend work)
COMPENSATION: \$36.10/HR, Temporary, Grant Funded, Non-Exempt Position

JOB DESCRIPTION: Coordinate with faculty and adjuncts on the creation of video profiles for block zero for MyCampus and website; Create stills with an audio line or an actual video creation; Coordinate with faculty and adjuncts on the creation of instructional videos that will be accessible on the network or social media and or downloadable at village sites. Coordinate with IñU staff to capture Iñupiat hour in video format and place on a network drive or through social media channels (YouTube); Work with distance education staff to determine the best video format and length for online delivery and or download; Follow industry best practices when filming and editing media including legal and ethical; Strategize the perseverance of cultural and language resources through media creation and archives; Train individual faculty and program staff to record and edit their own media projects; Assist in disseminating College/community-wide communications via print and digital media; Photographs activities and events and maintains photo database; Advise and manage our resources on social media while maintaining FERPA; Develop a strong marketing and outreach plan for the following: IñU hour and Language/Art classes to promote Iñupiaq culture & values; IñU program classes (Skin Sewing, Traditional Food Preparation, Dancing & Drumming, Story Telling, Drum Construction, Carving); and Iñupiaq related cultural events & community.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree or equivalent in Graphic Design, Marketing or related field; Minimum of three years demonstrated successful professional design experience; Ability to provide professional portfolio showing at least 5 examples of graphic design work; Proficient with Adobe InDesign, Photoshop, and Illustrator; Proficient with Microsoft Office (Word, Excel and PowerPoint); Ability to prepare interesting media presentations; Demonstrated ability to prepare quality reports, proposals, and correspondence; Excellent oral, written, interpersonal, and presentation communication skills; Demonstrated organizational skills and ability to meet shifting priorities and tight deadlines; Ability to balance several projects at one time and work independently; Demonstrated ability to work both independently and collaboratively with minimal supervision; Demonstrated initiative, energy and ability to do productive work on a continuing basis; Demonstrated ability to interact effectively in a multicultural environment; Ability to pass a pre-employment background check and drug screening; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Familiarity with video editing software such as Premiere or Final Cut Pro and videography equipment; Five (5) years demonstrated successful professional design; Comprehensive understanding of photography; Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-