Multimedia Specialist

Job Description

(Edited: 2/20/2017)

Title: Multimedia Specialist

Department: Brown Center for Students of Color (BCSC)

Supervisor: Assistant Director for First-Year and Sophomore Programs

Grade: A ($9.20-$10.45)

Hours/Week: 3-6 hours

Organization Summary: Visualize. Vocalize. Mobilize. The Brown Center for Students of Color (BCSC) serves as a gathering place for communities of color. Students are encouraged to build meaningful relationships across difference, develop racial and ethnic consciousness, and enact change at Brown and beyond. The BCSC advances the University’s mission of educating and preparing students to discharge the offices of life with usefulness and reputation by empowering students of color, cultivating leadership, facilitating critical reflection, fostering informed action, and promoting social justice.

Job Responsibilities: The Multimedia Specialist (MS) primarily handles the public relations in the Brown Center for Students of Color. The MS’s main responsibilities will be managing the BCSC’s website (including the weekly BCSC E-Bulletin), and maintaining the Center’s social media presence on various platforms (e.g., Facebook, Twitter, Instagram). This position will work closely with the other BCSC student staffers and programmers to assist in promotional needs. Optional: This position can also be responsible for designing promotional materials,

Requirements:
- Prior experience with website development and maintenance
- Familiarity with various social media platforms e.g. Twitter, Facebook, Instagram
- Intermediate experience in creative software (e.g., Adobe Photoshop, InDesign, Illustrator, Microsoft Publisher)
- Dedication to promoting campus awareness about diversity issues and to the mission of the BCSC
- Familiarity with Windows and Macintosh systems
- Strong organizational and communication skills
- Strong decision-making skills
- Ability to work independently and as part of a team
- Strong time management skills
- Must be in good academic and judicial standing

How to Apply: To apply for the position or for more information, please visit the Brown Student Employment Website at studentemployment.brown.edu and complete the BCSC Staffer Application Form. Applications are due on March 10, 2017.

Contact Person: Anthony Mam, Assistant Director for First-Year and Sophomore Programs

Contact Information: Email: anthony_mam@brown.edu    Phone: (401) 863-9247