

The Office of Human Resources is Hiring!

The Office of Human Resources is currently searching for a student employee to assist with the development of video productions for training purposes on an as needed basis throughout the remainder of our academic year 2020-21.

Building Location: Dilworth

Wage: \$9.50 / hour

Date of Employment: Immediately

Average number of hours of employment per week: This position is project based and therefore does not have an established schedule.

Job Overview:

- Assist in the process of planning video productions, offering creative suggestion while collaborating with stakeholders.
- Assist in the development of schedules for production and delivery that meet the defined need.
- Establish appropriate setting for filming, including lighting and backdrop.
- Clearly direct actors during filming to achieve quality production.
- Film still shots and live video.
- Provide custom graphics, animation, and audio as needed.
- Edit footage in post-production.
- Maintain confidentiality.

Qualifications for Employment

- Full time or part-time student at Millersville University
- Minimum GPA 2.0
- Successful completion of required background clearances through Human Resources
- Customer service orientation
- Experience with Microsoft Office, specifically Outlook, Word and PowerPoint, required
- Proficient use of computers and other devices related to production, including digital video cameras, lighting, and microphones, as well as ability to troubleshoot when error occurs.
- Knowledge of video editing software.
- Strong interpersonal skills.
- Ability to effectively manage time and schedules.
- Ability to utilize equipment available in the Communication Equipment Room.

Please send letter of interest and resume via email to wendy.bowersox@millersville.edu.