



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

ANNOUNCEMENT

December 17, 2021

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 017-22

Position Title
DIGITAL MEDIA SPECIALIST

Salary Range:

UGPP/M 1 \$40,762.00 – UGPP/M 18 \$71,844.00 Per Annum

Open Date:

December 17, 2021

Closing Date:

January 03, 2022

Location:

Office of the President/University Marketing & Communications

MINIMUM QUALIFICATIONS:

- Bachelor's degree in graphic design, advertising, marketing, communications, or a related field from a U.S. accredited institution or foreign equivalent.
- Three (3) or more years of professional experience in graphic design and video production working on diverse projects from concept through execution, OR any equivalent combination of education and experience that demonstrates comprehensive skills in graphic design, video production, and web design.
- Extensive experience working in digital photography and videography.
- High proficiency in Adobe Creative Suite software including InDesign, Photoshop, Illustrator, Premiere, and After Effects.

PREFERRED QUALIFICATIONS:

- Five (5) or more years of professional experience in graphic design and video production working on diverse projects from concept through execution.
- Experience working in higher education.
- Experience in web user interface design and user experience design.
- Basic web development experience and familiarity with website Content Management Systems (CMS), such as OU Campus.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the Government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

NATURE OF WORK:

The Digital Media Specialist is a highly skilled design professional with extensive experience in graphic design, photo editing, photography, videography, video, and audio production. This individual must be well-organized and efficient; possess strong graphic design and video production skills, desires to stay current with design and production trends, and must be deadline-driven with an acute attention to detail. The Digital Media Specialist promotes the University, its students, faculty, staff, and activities, by producing engaging marketing collateral in print, audio, video, web, and other forms of digital, electronic, and traditional media. This position reports to the Chief Marketing & Communications Officer.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

This individual must possess extensive knowledge of graphic design and the creative process; extensive knowledge of video production process including shooting and editing techniques; knowledge of corporate branding, digital media, color theory, and printing techniques; ability to function independently and in a collaborative team environment. Excellent graphic design and video production skills; basic front-end web development skills; excellent organizational and time-management skills; ability to manage and coordinate multiple projects simultaneously and meet established timelines, quality, and design objectives; effective written and oral communications skills and ability to make presentations to individuals and groups to influence others toward a stated objective.

CHARACTER OF DUTIES:

The Digital Media Specialist designs and produces marketing communications materials for traditional and digital media based on brand standards and utilizing a variety of software and hardware. Products may include graphics for social media and websites, brochures, posters, newsletters, displays, postcards, newspaper and magazine advertisements, catalog covers,

#017-22 DIGITAL MEDIA SPECIALIST

promotional materials, and special events notices. Conceptualizes, writes, coordinates, shoots, edits, and produces videos based on marketing strategies and prepares products for digital, web, and broadcast distribution. Designs and produces custom animations and motion graphics for web, video, and display boards. Designs and develops user-interfaces, and layouts for websites, mobile applications, and web applications. Consults with other departments on the development of marketing collateral and video productions. Advises other departments on design and production based on the University Institutional Branding Guidelines and checks for design integrity, appropriateness, printability, and visual appeal. Coordinates projects with interns, freelance graphic designers, photographers, and videographers. Photographs events both on and off campus. Remains current with emerging trends, opportunities, and best practices in graphic design and multimedia production. Manages and organizes digital assets including photo archives, video and b-roll archives, institutional logos, marketing collateral, and graphics. The Digital Media Specialist organizes, updates, and helps to enforce the University's Institutional Branding Guidelines. Performs other duties and special projects as assigned.

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) with the online job application through UOG's online employment portal at <http://uog.peopleadmin.com>.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of the date reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <https://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).


Joseph Gumataotao (Dec 17, 2021 09:04 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer