Job Description
Digital Content Assistant, Department of Communication Studies

Part-time, temporary position available for digital content assistant in the Communication Studies department. Excellent writing/editing and multimedia skills are required along with ability to work with a diverse group of professionals, faculty and other staff in the creation of digital content for digital signage and web page for the Communication Studies Department.

Job Requirements
Ability to work across multiple media platforms is required. Flexible hours. Send resume and references to Ann Bryant ann.bryant@furman.edu or call 864-294-2336 for more information.

- Work with faculty and staff to develop content for the Department’s digital sign and webpage, research & editing, managing content (image and text) file workflow, as well as work with the other departments to coordinate creation of digital content.
- Use expertise and good judgment in assigning the most appropriate content formats: text, video, photo, database, etc.
- Ensure content is updated and edited quickly for digital sign and web page
- Work in Photoshop to create composite images, resize images and upload images.
- Work in Excel to edit and update content for the Department’s digital sign
- Ensure that content is optimized for UX, offline and online experience

Knowledge and Skills
- Knowledge of multimedia (photography, video, web, etc.) platforms and oral and written communication are essential; along with research, organizational and visual design skills.
- Proficiency in the use of Photoshop and Excel
- Critical and analytical thinking, with an eye for aesthetics is a must.
- S/he will have excellent creative visual storytelling skills, a knack for working in a multimedia environment, research, and a knowledge of and passion for photo editing and visual design.
- The successful candidate will be highly organized, a self-starting, independent worker, and willing to go the extra mile to create or find the best multimedia content.
- Excellent communication skills are required. Must be able to work well in a fun, collaborative team environment that requires working closely with diverse group of professionals, faculty and other staff.