



DIGITAL MEDIA CONTENT SPECIALIST

About Us

The Office of Pre-College Programs enrolls over 1,000 domestic and international high school students in academic programs on the University of Notre Dame's campus, the Notre Dame Global Gateways in Ireland, Italy, London and South Africa, and virtually. These Pre-College programs are designed to mirror the Notre Dame undergraduate experience, starting with the competitive application process. Exceptional students are admitted to college level academic courses and seminars, and have numerous opportunities to explore campus, engage in community service, and learn from a diverse group of peers all in an independent collegiate environment.

Digital Media Content Specialist Description

Research shows that when exploring universities, prospective students want to hear directly from current students about their college experience. Therefore, the Office of Pre-College Programs in the Enrollment Division is seeking a student Digital Media Content Specialist. The student will brainstorm, create and publish engaging content to the Office of Pre-College media outlets including its Instagram, TikTok, Snapchat, YouTube, Facebook, and Twitter accounts during the on campus summer programs. The student will also create designs to be used on media channels and be a photographer and videographer.

Qualifications

- Ability to communicate effectively with prospective students of all backgrounds
- Possesses proficient ability to share reflections via storytelling through the use of videography and/or photography.
- Ability to meet deadlines
- Excellent communication and written English skills, including grammar and spelling
Demonstrate familiarity with computer technology; experience with Adobe Creative Suite desired though not required
- Be active in campus life and programs
- Exhibits maturity and institutes discretion in content creation and responses to comments
- Possess good time management and organization skills
- Proactive and demonstrates initiative to create engaging, new content

- Preferred: Knowledge of video editing software such as iMovie, Adobe Rush, etc. and the ability to create short videos throughout program for social media use

Conditions of Employment

- The DigitalMedia Content Specialist will be a current Notre Dame undergraduate student.

Compensation

The hourly rate for this position is \$17.50 an hour (subject to applicable federal, state and local taxes) with 40 hours per week scheduled and possible overtime. The student will have a single dorm room on campus, with meals and flex points for the duration of their employment dates on campus.

Schedule and Hours

The Digital Media Content Specialist will work on campus June 2 - July 31, 2024. This position will not allow for the individual to take a summer course or additional employment on campus.

Supervision

The Digital Media Content Specialist would report directly to the Associate Program Director and Communications Specialist. The Digital Media Content Specialist will abide by the branding standards outlined by the University.

2024 Application Timeline

Applications open – October 29, 2023
Applications close - February 28, 2024

Posting Detail Information

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veter