



MARION MILITARY INSTITUTE



POSITION: Media Assistant

SUMMARY: The Media Assistant will primarily gather creative content as tasked for the positive promotion of MMI on social media and other communication channels.

MINIMUM QUALIFICATIONS:

- Must be currently enrolled at Marion Military Institute
- Must have a minimum 2.0 cumulative GPA at time of hire and throughout duration of employment
- Must be able to provide campus photo & video content for the Public Information Officer

DESIRED QUALIFICATIONS:

- Ability to work flexible hours
- Proficiency in videography/video editing.
- Proficiency in photography/photo editing.
- Awareness of social media best practices and trends.
- Ability to organize work to meet deadlines.
- Detail-oriented and accurate.

ESSENTIAL DUTIES:

In addition to adhering to general policies and guidelines specified by the ACCS Board of Trustees, the MMI Faculty/Staff Handbook, and Vice President for Institutional Advancement, the successful candidate will also perform the following duties:

- Create content to market MMI to multiple audiences: prospective students, current cadets/families, alumni and the general public.
- Produce promotional videos for posting online and/or media distribution.
- Provide photo and video coverage for special events and activities on campus.
- Assist the PIO with production of annual yearbook.
- Contribute to Advancement Office efforts that engage alumni & supporters.
- Perform other duties and tasks as may be assigned by the PIO.

SALARY: State Salary Schedule **L**; **\$10.00 per hour**, not to exceed 19 hours per week. This position is not eligible for any benefits above and beyond the hourly wage

PROJECTED START DATE: ASAP.

APPLICATION PROCEDURE:

1. A complete application package consists of:
 - MMI employment application (completed and signed)

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- Signed Letter of interest
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, required and preferred (if applicable), listed on this job announcement].
6. Application forms are available from and should be returned to:
- Marion Military Institute
Attn: Marietta Holmes
1101 Washington Street
Marion, Alabama 36756
(334)683.2349
mholmes@marionmilitary.edu
www.marionmilitary.edu

MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.