



FEDERAL WORK STUDY JOB DESCRIPTION

Job Title: Digital Media Developer
Department: Academic Affairs - Faculty Development
Contact Person: Kelly Robertson, Coordinator
Phone Number: 402-559-9199

Primary Duties and Responsibilities:

1. Develop learning and informational materials to be accessed online by local and national audiences on topics related to education and leadership.
2. Develop short videos, infographics, digital abstracts, or other innovative approaches to connect faculty and educational leader audiences with fast, efficient learning.
3. Distill and transform faculty development programs, journal articles, books and other information into concise learning for approximately 2,000 UNMC faculty across the state.

Special Skills Required:

1. Microsoft Office Suite
2. Experience with infographic and video creation tools such as Venngage, Adobe Spark, etc.
3. Proficient in the use of social media applications (ie: Twitter)
4. Self-motivated and strong organizational skills
5. Excellent communication, writing and proofreading skills
6. Initiative and ability to work with little direction
7. Committed to quality with an excellent attention to detail
8. Commitment to UNMC's brand values.

Supervisor (If different than Contact name listed above): Dr. Linda Love, Director

Number of hours per week for this position: 10 hours

Part-time hours are not more than 20 hours per week while student in enrolled in classes. Student will coordinate class and study schedule with the department, if hired.

If student works during summer and winter break: Maximum is 40 hours per week.

Students Only: If you are unsure of your eligibility for Federal Work Study, please contact the Financial Aid Office: Student Life Center, Room 2017, (402) 559-4199 or (800) 626-8431 or finaid@unmc.edu

Departments Only: To be considered employed in a community service job for FWS purposes; an FWS student does not have to provide a "direct" service. The student must provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs. A school may use its discretion to determine what jobs provide indirect or direct service to the community.

Do you consider this position to be a community service job? NO

Department Contact: Students will schedule interviews with your contact person listed above in your department. When you (department) have selected a student to work in your area, contact, UNMC Office of Financial Aid: Meghan Moore.

For Financial Aid Use Only: Approved by Financial Aid Office 6/20/18
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