

## **Employment Opportunity**

University nuxehot'jine thaa?ehots'j nistameyimâkanak University Blue Quills is inviting applications for the position of **Digital Media Coordinator/ Instructor** for the Indigenous Language program. Reporting to the Dean of Indigenous Language Program, the Digital Media Coordinator/ Instructor or would align with the BQ philosophy, vision and mission statements.

The Digital Media team is currently looking for a Coordinator/ Instructor to assist with administration duties, liaising with Students and Digital Media Team, and preparing correspondence on internal and external activities of the Digital Media Team. The position will be approximately 37.5 hours per week.

### **Responsibilities & Specific Duties:**

- Collaborate with the Digital Media team maintaining clear communication with team members to deadlines, and goals.
- Administer/Maintain the Digital Media LAB and equipment
- Take an active roll in outreach and student recruitment for both the Digital media and language program
- Maintain knowledge of the latest hardware/software updates and advancements.
- Track permissions, licenses and consent forms used in instructional materials.
- Collaborate with the Language Team as required.

### **Qualifications:**

- Bachelor's degree preferably in Film Production, Graphic Design or Web Development, but not limited to. Experience in a related area of study (e.g., programming, video production); or equivalent industry experience will also be taken into consideration.
- Strong experience in coordination of different activities and an ability to meet deadlines.
- Excellent interpersonal and communication skills with strong oral and written communication.
- Experience with: media creation and administration
- Fluent in Apple's operating system and Microsoft's Office suite and communication tools.

Posted: October 13, 2023

Closing Date: October 27, 2023 or Until a suitable candidate is found. Please submit resumes to: Sheila Poitras, Executive Assistant University Blue Quills Box 279, St. Paul, AB T0A 3A0 Fax (780) 645-5215/Email [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca).