



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Multimedia Specialist - *SG 14

(Under Job Order Status; To be assigned at the Office of the University

President, BatStateU -Central)

Education: Preferably with Master's Degree related to Media Studies, Marketing, Communication, Journalism, Creative Multimedia, or similar degrees.

Experience: At least three (3) years of experience in public relations, brand development and/or content management.

Competencies: Extensive, up-to-date knowledge on graphic design and video production Software; Proficient in video editing and production; Able to manage multiple competing priorities simultaneously; Creative thinker who executes in a timely and efficient manner.

***Salary Grade 14 – (209.99/hour)**

**Actual Salary Grade will be based on the qualifications of the selected candidate*

Duties and Responsibilities:

- Design and produce exciting, innovative, and creative concepts for the university's publication materials, including the overall design concept of the university's website and official social media account.
- Develop design solutions with high visual impact consistent with the university's brand and institutional imaging, especially for the printing of all tarpaulins, flyers, brochures, programs, journals, and other institutional PR materials.
- Work with a wide range of media platforms and up-to-date graphic design software in the development of fresh design concepts, graphics, and layouts for the university's PR materials, website, and social media account.
- Conceptualize and develop promotional videos for the university and its specific milestones, accomplishments, and activities.
- Collaborate with the PR team in creating and promoting the university's institutional brand and overall positive image in various print and digital platforms.
- Perform other related tasks that may be directed by superiors from time to time.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, OIC Assistant Director of HRMO**, together with **updated resume, transcript of records, certificates of employment and trainings attended and other credentials** at recruitment.central@g.batstate-u.edu.ph with the subject **ATTN: Application for Multimedia Specialist**. Submission of application is only from **September 27, 2021 to October 06, 2021**.

NOTE: THESE APPLICATION DOCUMENTS SHOULD BE IN A SINGLE PDF FILE ONLY. FOR STRICT COMPLIANCE.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.