



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-025-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Media Services and Design Specialist
Grade/Step: PL 16 - 21
Salary: \$5,526.56 to \$7,063.68 p/a

Location: Division of Planning and Development
Department of Education
Weno, Chuuk State

Position Supervised by: Information Systems Coordinator

SUMMARY:	The Media Services and Design Specialist provides technical, audiovisual, photographic, video, or other media production support services to the Department, including the Board of Education. The position is also responsible for the design of public outreach materials, publications, and communications. Functions as an effective member of the Division.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Assist the Department and Division leadership in developing and operating media services. • Assist the Department and Division leadership in planning and implementing a public relations/communications program. • Work with Department leadership and staff on the selection and usage of media resources to support internal and external communications and relations. • Receive, clarify, develop, and produce media and/or public communication pieces as requested by the Board of Education, Department leadership, and staff. • Schedule, distribute, and operate audiovisual/computer equipment from internal and external sources. • Perform photography on behalf of the Department as requested, including digital imaging, video recording and other multimedia services. • Participate in educational technology inventory and control procedures, arranges repairs as needed for equipment used in specialty areas and performs routine maintenance when feasible. • Assist in monitoring Department workflow, resource commitments, and supply status. • Participate in planning, professional development, and collaborative activities of the Division and the Information Systems Unit. • Perform other related duties, as assigned.
	<ul style="list-style-type: none"> • Knowledge of audiovisual, video and/or photographic equipment, processes, and operations. • Knowledge of computer and multimedia terms, functions, and applications. • Excellent workflow planning, time management, and scheduling skills. • Knowledge of public relations strategies, applications, and the development of applicable materials and publications. • Excellent oral and written communication skills. • Computer and technology skills related to media services, products, and publications. • Knowledge of printing, duplicating services and support services.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of an Associate Degree in communications or related field is required. • Bachelor's degree or higher is preferred. • Minimum of one year of related work experience and background in production, audiovisual, and video equipment is required. • Additional successful audiovisual experience is preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office and field environment.

	<ul style="list-style-type: none"> Physical Demands: <ul style="list-style-type: none"> Dexterity of hands and fingers to operate a computer keyboard. Seeing to read a variety of reports and documents. Sitting for extended periods of time. Hearing and speaking to exchange information. Physically capable of travelling by small ocean vessel/boat and small airplanes. Physically capable of walking long distances and climbing heights.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> Personal computer. General office equipment such as telephones, fax, and copy machines. Word processing software including Word, PowerPoint, Excel, and additional special software required for position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com