

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Media Specialist Post Graduate Trainee  
**POSITION NUMBER:** 05191  
**DEPARTMENT:** Intergovernmental Affairs  
**LOCATION:** N7125 Seminary Rd Oneida WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Legislative Affairs Director  
**SALARY:** NE06 \$15.41/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** February 21, 2018  
**CLOSING DATE:** Until Filled  
**Proposed Start Date:** As Soon As Possible

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**POSITION SUMMARY**

Gain meaningful work experience working with various media applications to include, but not limited to, social media, video and web graphics to create web graphics, design media campaigns aligned with the Oneida Nation branding, coordinate blogs, write press releases and podcasts and work with departments to develop videos to strengthen branding. Incumbent will be under a two (2) year employment agreement and will be expected to sign a Work Expectation Agreement. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Learn to utilize various media applications to include, but not limited to, social media, video and web graphics.
2. Develop digital audio and visual media to bring words, sounds, photos, animation, video and graphics together for a multimedia digital presentation.
3. Create visual elements for marketing campaigns including print advertising, digital media and social media platforms.
4. Initiates, develops and designs artistic concepts from customer input and translates into marketable advertising media campaigns.
5. Assist with developing videos for various tribal business units and programs as well as non-tribal entities when requested.
6. Produce original content to be utilized across various platforms including social media, video and web.
7. Work across all divisions and department to conceptualize and develop multimedia content to strengthen the Oneida Nation brand.
8. Create web graphics and manage end-to-end digital projects
9. Coordinate the creation of digital content (e.g. website, blogs, press releases and podcasts).
10. Design digital media campaigns aligned with business goals.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## **JOB DESCRIPTION**

### **Media Specialist Post Graduate Trainee**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Work is performed in an office setting.
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Excellent writing, editing, and proofreading skills.
2. Skill in interpersonal communication.
3. Ability to multitask and show adaptability.
4. Ability to demonstrate Artistic Creativity.
5. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
6. Must be willing and able to obtain additional education and training.
7. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
8. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Proficient in video editing programs such as Adobe Premiere, After Effects, iMovie, Final Cut Pro or similar programs.
2. Proficiency with Adobe Photoshop, Adobe Illustrator, and other web design tools.
3. Ability to create motion graphics for use in video and other projects.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Oneida Nation.**
2. Must have a post-secondary degree in Media, Graphic Design, Communication or related field.

#### **ITEMS WHICH MUST BE SUBMITTED:**

1. A copy of degree is required.
2. Must submit a Portfolio that demonstrates incumbent's designs capabilities with application.