

## VACANCY NOTICE 11/2017

### ADVERTISEMENT

RIT Kosovo (A.U.K)

### **Part time Media Center Manager vacancy for November 2017**

RIT Kosovo (A.U.K) in Pristina, Kosovo, is seeking a well qualified and highly motivated part-time Media Center Manager to fill a temporary position as Head of Media Center.

RIT Kosovo (A.U.K) is a private, not-for-profit undergraduate institution. It is a leading institution of higher education in Southeast Europe and offers a degree in Applied Arts and Science through its partner institution, Rochester Institute of Technology, Rochester, New York. The RIT Kosovo (A.U.K) campus is located in Prishtina, Kosovo's capital and largest city.

### Part time Media Center Manager

MA in Media, Graphic Design or related field is preferred. A Bachelor's is required. The appointed candidate will be required to attend to the following:

Key responsibilities: Managing communications and work hours for student work study employees; Design and layout of electronic and print materials (flyers, posters, etc); Supporting design and web projects from concept to completion while adhering to the brand standards

Key Skills: Experience in management and communication; Proficient working knowledge of standard design software Adobe CS6 suite (Illustrator, Photoshop); Web graphical skills and use of content management systems; Ability to work independently and in groups

Applicants should have native or near-native fluency in the English language.

Interested individuals should submit the following information to the HR Office at RIT Kosovo (A.U.K) as soon as possible:

1. Resume
2. Letter of interest
3. Two letters of reference
4. Scanned copy of degree certificates

Please send requested material electronically to the following email: [hr@auk.org](mailto:hr@auk.org)

Applications will be reviewed on a rolling basis and should be received by **Wednesday, November 15, 2017** to be assured of consideration.

**Only shortlisted candidates will be contacted.**