



ST JOSEPH'S
UNIVERSITY

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STAFF RECRUITMENT 2024

Applications are invited for the following Non-Teaching post:

Interested candidates for the following non-teaching post should fill out the Google Form (link provided below), and upload their CV and cover letter as attachments to the form. The Google Form should be submitted on or before **Sunday, 18 August 2024**.

Google Form link: <https://forms.gle/yNyw37NYUSNDVV7v9>



MEDIA CELL POSITION

SJU MEDIA CELL PHOTOGRAPHER, VIDEOGRAPHER & VIDEO EDITOR

Qualification: At least 12th standard; a graduate will be preferred.

Requirement: Technical Faculty with a background or experience in photography, videography, design, and editing. The candidate must have experience in or openness to learn how to handle social media and good trainability.



Job Description:

- ✓ Photograph and video record all events of the University
- ✓ Assist in photographing and video recording Departmental/ School events when required
- ✓ Edit photographs for printing in SJU bulletins and magazines
- ✓ Prepare and edit videos and photos for the website and upload them on the SJU YouTube channel and social media channels (IG, X, FB, LI, and Threads)
- ✓ Livestream events whenever required by the University
- ✓ Index and archive all photographs, videos, bulletins, brochures, etc for easy access
- ✓ Ensure each Department/School/unit of SJU receives the photos/videos concerned with them in time
- ✓ Submit the above to the IQAC for documentation purposes
- ✓ Compulsorily submit all work assignments on time



NOTE: The selected candidates are expected to join immediately after the final selection.

St Joseph's University P. O. Box 27094, #36, Lalbagh Road, Bengaluru – 560027
Ph: 2221 1429, Website: www.sju.edu.in