

Post Name

Jr. Video Editor

Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Roles & Responsibilities:

The recruit shall be responsible for:-

- Working with the marketing & PR departments to understand video objectives.
- Ensuring the videos align with the university's branding and messaging guidelines.
- Cutting and assembling raw video footage into final, polished videos.
- Responsible for Creating Visual Content, Sound Editing
- Collaborating with faculty or event coordinators for projects related to lectures, conferences, or special events.
- Helping with the creation of scripts or storyboards for upcoming projects
- Ensuring that the narrative flow of the video is clear and engaging.
- Organizing and managing the video content library for easy access to media assets
- Ensuring that videos are delivered on time, especially for events, promotions, or announcements that require timely editing.
- Creating short-form video content tailored for platforms like Instagram, YouTube, Facebook, X and Linked IN, which may involve adapting longer videos into bite-sized content.
- Staying updated with the latest video editing software and trends in video production.
- Learning new skills that enhance the university's media production efforts.
- Editing videos for special university events such as graduation, orientation, guest lectures, or sports events.
- Capturing and editing content for promotional purposes (e.g., student testimonials, campus life, and university achievements).
- Responsible by cutting footage, syncing audio, adding basic effects, organizing raw material, and ensuring all edits adhere to company standards

Qualification

Any Graduate/Post Graduate/Diploma with the proficiency in Video Editing Tools.

Experience

Minimum 1 year of working experience in relevant field.

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| Skills | <ul style="list-style-type: none"> • Proficiency in Editing Software • Basic Video Editing Techniques • Familiarity with Anchor/hyperlink. |
| Reporting | Campus Director |
| Remuneration | <p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ul style="list-style-type: none"> • The core salary • PF as per applicable statutory norms • Increment based on API score as per the PMS policy for Non-Teaching staff |
| Other Benefits | <ul style="list-style-type: none"> • Group Medclaim Insurance Policy and Group Personal Accident Policy • Treatment at GSFC Medical Center on applicable terms • Gratuity shall be applicable as per the Payment of Gratuity Act, 1972. |
| Selection Procedure | <p>Stage 1 - Written Ability Test</p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30.</p> <p>Stage 2 –Personal Interview</p> <p>Interviews of the short listed candidates will be conducted by the committee members.</p> |
| Tenure of Appointment | <p>The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.</p> |
| Location | Vadodara, Gujarat. |