SMU SINGAPORE MANAGEMENT UNIVERSITY | **Libraries**

Designer, Digital Content and Media (Part-Time)

Applications are invited for the appointment of Designer, Digital Content and Media (Part-Time) at the SMU Libraries, Singapore Management University.

We are seeking dynamic, innovative and service-oriented individuals to support the Libraries' efforts in interactions and communications with its users and stakeholders both internally and externally.

The position holder will work in close collaboration with the Librarian, Communications and Outreach, and with the larger team of library staff to ensure the Libraries' communication strategies and endeavours are effective, proactive, and aligned with SMU's strategic goals and the Libraries' priorities, and they are appropriate and consistent.

Requirements
- Diploma/ Bachelor's degree in design, marketing, communications, business, journalism, or a related discipline.
- At least 2 years' experience in graphic design / video-editing / digital marketing / social media content creation.
- Demonstrated ability to communicate effectively with different types of stakeholders.
- Basic proofreading skills and ability to vary writing style based on target audience and purpose.
- Strong social medial knowledge.
- Outstanding interpersonal, problem-solving and organisational skills.
- Creative, goal-oriented, and enthusiastic individual with excellent planning, problem-solving and analytical abilities.
- Proficient in Adobe Creative Cloud software.
- Experience in event management would be advantageous.

More details on the position are available below:
Job Description - Designer, Digital Content and Media (Part-Time)

How to Apply
Interested applicants, please email your resume with a covering letter to libjob@smu.edu.sg. The covering letter must state the applicants' responses to the selection criteria. Only short-listed candidates will be contacted.