



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2024-2025

Image and Media Specialist
Digital Innovations, Marketing and Communications Department
(FULL-TIME POSITION)

JOB SUMMARY:

The Technology Assistant will assist the Marketing and Digital Experience Manager in all aspects of CAC web and publication services to effectively communicate and support the school mission. The successful candidate will be expected to collaborate effectively while embracing flexible work hours to accommodate varying events covering needs.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in communications or other discipline related to primary responsibilities.
- Have good photography and videography skills with a good eye for professional photos, able to compose a shot, understand framing, color, and light to create professional photographs.
- Experience in photo/video editing software.
- Experience in web design or graphic design.
- Basic Knowledge of HTML, digital imaging and with Adobe Photoshop, InDesign.
- Experience working on a Mac platform.
- Very good spoken and written English.
- Attention to detail and creativity in problem-solving.
- Ability to work in a team and to communicate in a clear way to provide training to staff.
- Reliable.

DESIRED SKILLS:

- Fluent in Arabic
- Experience with Joomla or similar website management systems
- Experience with Moodle or similar online learning management systems

Application deadline: until the position filled.

Interested candidates should submit a job application (Found on CAC website)
<https://www.cacegypt.org/index.php/support-staff-employment-application>