UPS Information Technology

Title: Communication/Video Production Co-op

Location: Mahwah, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly

Start Date: 9/5/2017

Qualifications:

- The desired Co-op (Communications Major-Junior/Senior) must be currently enrolled in an accredited college/university program – Communications, Public Relations, Journalism, or a related discipline.
- Must be a U.S. Citizen or National of the U.S., an alien lawfully admitted for permanent residence, or an alien authorized to work in the U.S. for this employer.
- Student currently enrolled in a degreed college/university program, or graduated from a degreed college/university program within the last 24 months.
- Able to work 15-20 hours per week while school is in session, and 40 hours per week during the summer months in Mahwah, NJ.
- Now or in the future UPS employment sponsorship, such as H1B, TN, J-1, F-1, etc., is not needed in order to start or continue temporary or permanent employment with UPS.

Required Skills

- Be well organized, resourceful, and inquisitive
- Be able to write in a deadline-driven environment
- Demonstrate sound presentation skills
- Intermediate to advanced skills in Microsoft Office products including Excel, PowerPoint, and Word
- Proficient in using both PC and Mac operating systems
- A strong desire to learn any of the preferred skills listed below

Preferred Skills

- Proficiency in video production (equipment set-up, filming, editing, etc.)
- Proficiency in still photography and/or photo editing
- Experience in multimedia products like Adobe Illustrator, Photoshop, QuarkXPress, Final Cut X, MPEG Streamclip, Flip4Mac and other design and editing software products
- Experience in graphic design and/or web design
- Experience using a content management system (CMS)
- Ability to multi-task, with the flexibility to move from project to project, daily, weekly, as required
- Ability to work independently, when required
- Ability to create communication’s plans / strategies (with oversight and supervision), and to facilitate and implement those plans, being accountable to achieving agreed upon commitments and timelines
- Ability to work with outside vendors, as needed, in the production of project services and deliverables
- Ability to interface with all levels of the organization
Application Instructions: Please send your contact information along with your resume to isrecruiter@ups.com with the subject line of “UPS Communication/ Video Production Co-op”.