



Job Description

Position Title	Prezi Specialist
Department	Office of the President
Reporting To	President's Chief of Staff and Director of Global Engagement
Type of Position	Full Time Regular

**POSITION DESCRIPTION**

The incumbent will be responsible to collaborate with different teams to design fresh, engaging, dynamic and strategically sound Prezi presentations. The incumbent must carry the skills to creatively translate information and data effectively with the use of animation, builds, charts, graphs and infographic art assets in the Prezi software.

**DUTIES AND RESPONSIBILITIES**

- ✓ Collaborating with the Senior Management and internal teams to create new business presentations on Prezi to reinforce University objectives, communication and strategies;
- ✓ Producing graphically impactful Prezi presentations for Executive Management as well as providing support services related to presentation development and delivery;
- ✓ Have good conceptual abilities in creating images, content, animation, charts and infographics that effectively communicates key message;
- ✓ Conducting research to identify, collect and incorporate pertinent market and industry information/trends into presentations and other materials
- ✓ Editing Prezi and other presentations including formatting changes, resizing and touch-ups;
- ✓ Reviewing presentations for fact-checking, accuracy, flow and consistency, grammar, spelling and punctuation;
- ✓ Perform additional responsibilities as assigned.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"><li>✓ Expert user level with all features of Prezi</li><li>✓ Minimum of 2+ years' experience as Presentation Specialist</li></ul>
Required Experience	<ul style="list-style-type: none"><li>✓ Has expertise in using Prezi</li><li>✓ Has solid foundation in typography, layout, and general design</li><li>✓ Deadline driven, organized and understands how people view and process content</li></ul>

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Prezi	High
2.	Microsoft Office	High
3.	Presentation Skills	High
4.	Organizational Skills	High

Revision Date	July 2018	Version	1.0
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