

# JOB DESCRIPTION

<b>Job Title:</b>	Media Assistant	<b>Hours:</b>	15-20 hours/week
<b>Department:</b>	Marketing	<b>Hourly Rate:</b>	\$9.00/hour
<b>Supervisor:</b>	Digital Content Manager	<b>Financial Aid Eligible?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Job Description:

The Media Assistant is responsible for recording on- and off-site university events via photograph and video. The Media Assistant creates visually appealing and creative multimedia products using images, video, typography and other video tools to get key information to the intended audience with a quick turnaround.

## Responsibilities:

- Provide A/V set up at university events and take photographs and videos of students, faculty, and staff
- Edit photos and video footage to produce promotional and informational videos that incorporate animation and raw camera footage
- Design, edit, and produce video, audio, and graphic materials documenting instructor demonstrations in classroom and other environments
- Creatively translate abstract concepts into effective visual form in a variety of media
- Create and edit a variety of videos for different purposes, including: 6-second videos intended for use on social media; 30-second videos providing informational content; and 1-5 minute videos documenting special events such as graduation and other student life and university events
- Collect media release forms, as necessary, and maintain database
- Organize and file university audio and video footage into easily accessible and usable formats
- Assist with graphic and web design elements, as needed
- Perform other media-related duties, as requested

## Job Qualifications:

- Experience with full cycle video projects including video shooting and editing
- Experience taking photographs using a professional-level DSLR camera
- Keen eye for imagery, layout, typography, and color and an understanding of visual communication and story telling
- Experience with advanced multimedia techniques on multiple platforms
- Knowledge of social media and how to engage audiences on digital platforms
- Proficiency with Adobe Photoshop, Adobe Premier, After Effects or other media-specific software
- Ability to maintain a high level of accuracy and attention to detail
- Ability to work independently with minimal supervision, managing time and resources efficiently and effectively to ensure tasks are completed within designated timelines
- Solid written and verbal English communication skills
- **This role may require odd hours as coverage at university events is essential to the role**