

## Position Description

**Department:** Associated Students Marketing

**Job Title:** Video Productions Assistant

### **Position Overview:**

Under general supervision of Associated Students Marketing Manager and Marketing Coordinator, this position will produce Video/Audio multimedia promotional and informative content for Associated Students. Projects include filming and editing video clips, streaming media, and related projects.

### **Duties:**

- Responsible in planning, producing, and editing promotional and informational videos
- Produces and enhances video suitable for publishing online and on digital displays.
- Meets with clients to determine needs and suggest promotional video solutions.
- Coordinates with freelance videographer and/or photographer to produce digital content.
- Shoots video and digital photography for use online and via digital displays.
- Performs other related duties as assigned.

### **Qualifications:**

- Must be currently enrolled as a CSUN student.
- Proven knowledge and ability in the use of Apple platforms, Adobe CC, Adobe Premiere and/or Final Cut Pro, Adobe After Effects, Adobe Soundbooth, and Microsoft Office Programs.
- Knowledge and ability in the use of video, photography, and audio equipment.
- Knowledge of the pre-production, production, and post-production processes for video.
- Ability to encode video.
- Ability to adhere to deadlines.
- Ability to pay close attention to detail and to proofread design work.
- Ability to work independently without close supervision.
- Leadership and organizational skills required.

**Hours:** up to 20 hours per week

**Classification:** II

**Desired Major(s):** College of AMC preferred

**Desired Class Level(s):** Junior and Senior

**Background Check:** Not Required