

Student Job Title: Digital Ambassador Student Assistant

Contact: Tim Aguirre (timothy.aguirre@csun.edu)

Office: OV 34

Starting Rate: \$15.50

Hours: 20 hours/week

Position Reports To:
Student Lead / Marketing & Media Services Lead

Position Summary:

The Student Digital Ambassador position creates technology-related “influencer-style” content on digital literacy aimed at students to be shared on social media, YouTube, and webpages. This position requires a high degree of technical knowledge, creative abilities, and communication skills. This position requires the ability to complete projects in a timely manner, prioritize tasks, and recognize the need for and implement improvements during development.

Areas of Responsibility and Description of Duties:

1. Video production
 - a. Set up lighting, camera, and audio-recording for video projects
 - b. Record, edit, and export video content
 - c. Gather and file Release Forms as needed
 - d. Back-up raw footage to laptop or external hard drives, as needed
 - e. Capture and edit screencast video content using Camtasia or equivalent
 - f. Provide engaging voice over or appear on-camera for video projects
2. Video post-production and captioning
 - a. Perform video editing and post-production on multimedia projects using Adobe Premiere, Adobe After Effects
 - b. Design or manipulate templates for visual effects and motion graphics using After Effects.
 - c. Create captions and transcripts for videos
3. Delivery and distribution of video content
 - a. Upload video to Facebook, Twitter, Instagram, YouTube, and other social media platforms as needed
 - b. Upload caption files to YouTube or other websites and check for accuracy.
 - c. Convert video and audio content to other formats as needed.
4. Photography and graphics editing
 - a. Take photographs as a primary or additional still camera operator as needed.
 - b. Edit photographs in Adobe Photoshop
 - c. Edit and resize photographs, illustrations, or other graphics/images
5. Other
 - a. Other duties as assigned.

Qualifications Required:

Must have experience with creating social media content and have a robust network of followers across social platforms. Must be competent in use of Adobe Creative Suite (especially Adobe Premiere and After Effects, though knowledge of additional CC applications is a plus), Camtasia, Microsoft Office, Mac/Windows operating systems, video and photography equipment (cameras, lights, audio recorders, microphones). Knowledge of web and graphic design is a

plus. Must be able and willing to learn new tools for multimedia production in relatively short order. Must be able to work accurately and efficiently, both independently and in collaboration with others

Position Duration:

20 hours per week for the duration of the grant

Working Relationships:

Reports to Lead Student Digital Ambassador and Marketing and Media Services Lead. Has continuous interaction with Academic Technology team members, including staff, student assistants and other Student Digital Ambassadors.

Job Location/Working Conditions:

Primarily works in the Academic Technology Studio– University Library, Garden Level, Room 35 and neighboring rooms. Office and studio space is shared with other student assistants to apply.

Apply for the job using [Handshake](#) job # 5709754.