Position Reports To:
Marketing and Media Services Lead

Position Summary/Purpose:
Student position to assist in the creation of multimedia instructional materials. This position requires a high degree of technical knowledge, interpersonal communication skills, creative abilities and dependability. 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
   1.1. Participate in the set-up and take-down of equipment needed for video production.
   1.2. Act as a primary or additional camera operator on studio, location, and live broadcast productions as needed.
   1.3. Assist with lighting, cinematography, and audio-recording of video projects.
   1.4. Assist in pre-production preparation and location scouting.
   1.5. Gather and file Release Forms on shoots, as needed.
   1.6. Back-up raw footage to laptop or external hard drives, as needed.
   1.7. Capture and edit video content using Camtasia.

2. Video post-production and captioning
   2.1. Perform or assist in video editing and post-production on multimedia projects (including videos, slideshows, and slide presentations), using Adobe Premiere, Adobe After Effects, Blackmagic Media Express, or other software as assigned.
   2.2. Ingest raw footage into laptop or desktop editing systems and convert to other formats using Compressor.
   2.3. Design or manipulate templates for visual effects and motion graphics using AfterEffects.
   2.4. Create captions and transcripts for accessible videos using YouTube captioning or other software as assigned.
   2.5. Manage project data by keeping or deleting digital files as directed.

3. Delivery and distribution of video content
   3.1. Perform or assist in DVD disc authoring using DVD Studio Pro or iDVD.
   3.2. Convert videos to h.264 and upload to YouTube, using Adobe Media Encoder.
   3.3. Deliver video content using Box.
   3.4. Embed videos in Keynote or PowerPoint for presentations.
   3.5. Upload caption files to YouTube or other websites and check for accuracy.
   3.6. Convert video and audio content to other formats as needed.

4. Photography and graphics editing
   4.1. Take photographs as a primary or additional still camera operator as needed.
   4.2. Edit photographs in Adobe Photoshop or Apple iPhoto.
   4.3. Manipulate and resize photographs, illustrations, or other graphics/images and insert these files into presentations, etexts, or websites.
5. Other
5.1. Assist or help train faculty to perform any of the above multimedia tasks.
5.2. Answer phones or assist in Faculty Technology Center client support as needed, if other students are unavailable to cover the front desk.
5.3. Help move tables, chairs, or other furniture and equipment (during set-up for a video production, training session, conference, meeting, or other event).
5.4. Other duties as assigned.

Qualifications Required:
Must be highly computer- and Internet-literate. 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 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. Must be able to lift video equipment and office furniture.

Working Relationships:
Reports to Marketing and Media Services Lead. Has continuous interaction with IT team members, including staff and student assistants. Interacts with and assists university faculty and staff on IT-supported projects and services.

Job Location/Working Conditions:
Primarily works in the Faculty Technology Center - Oviatt Library, Garden Level, Room 35 and neighboring rooms. Office space is shared with other student assistants.

Apply for the job using Handshake.