



I. **Title:** Multimedia Specialist

II. **Description/Scope:** Responsible for the creation of high-quality photos and video to use on University Union and Office of Student Life social media platforms. Content will promote the University Union and Office of Student Life, its programs, and operations.

III. **Supervisor:** Marketing & Graphics Specialist

IV. **Pay Rate:** \$10.25/hour

V. **Time Commitment:**

The Multimedia Specialist works approximately 15 hours per week during the school year preferably between the hours of 8am and 5pm. This position may require working some nights and weekends.

VI. **Responsibilities:**

- a. Facilitate and roll out "Next Week Today" weekly vlog highlighting University Union and Office of Student Life events and specials
- b. Organize, utilize and maintain photo and video content as needed for the preparation of promotional materials
- c. Create a work project schedule to efficiently balance workload
- d. Produce a file of all original materials developed for the University Union, Office of Student Life and other clients and regularly backup projects to the archives
- e. Maintain an up-to-date photo archive of University Union and Office of Student Life events, student activities, artwork, room locations and other events or locations as they arise
- f. Consult with clients via email, phone or in person as needed to complete projects with efficiency, quality and customer satisfaction
- g. Learn how to operate and train other on the iMac computer components, accessories and software including: social media and scheduling platforms, photo & video editing tools, the scanner, printer, digital camera and banner maker
- h. Responsible for special project areas that will be assigned each semester
- i. Attend weekly staff meetings
- j. Completion of all other duties assigned by the Marketing & Graphics Specialist

VII. **Qualifications:**

Applicant must have experience in filming and editing video content and photography with a DSLR camera. Efficiency with Adobe Photoshop and Adobe Premier Pro/Final Cut Pro X (or similar) is highly recommended.

NOTE: Samples of original work will be examined at the interview.

**All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester and have a minimum of 4 semesters of schooling left at time of hire.

Updated: 02/21/2021