Job Title: Student Assistant, Media & Design
Department: University Honors Program

Primary Position Responsibilities:
- Creating and developing media content, particularly videos, website content, class materials, and social media

Other Position Responsibilities:
- Assisting the development of other digital materials such as infographics, periodicals, and other initiatives
- Assisting with social media and website initiatives as available
- Performing other duties as assigned based on department needs

Characteristics of a Successful Candidate:
- High level of personal accountability, flexibility, and creativity
- Interests in content creation, design, communication, journalism, and technology
- Close attention to detail
- Work independently, demonstrated creative initiative, and iterative design on long-term projects

Minimum Qualifications:
- Must be enrolled as an undergraduate student for Fall 2021
- Experience Adobe InDesign, Photoshop, and Illustrator
- Experience with Adobe Premiere Pro And After Effects will be highly valued

Ideal Qualifications:
- Experience with other content creation applications
- Experience creating, editing, and publishing videos
- Experience in recording video, audio and photography
- Experience with scripts or storyboards
- Experience with design or presentation software including but not limited to:
  - Other programs in Adobe Creative Suite
  - Microsoft Word, Excel, Publisher, and PowerPoint
  - Any other similar software
- Experience with social media platforms
- Knowledgeable of the University Honors Program student experience and resources

Working Conditions:
Generally, student assistants will work most hours during 8am-5pm weekday shifts in the University Honors Program suite. Some flexibility can be provided depending on academic
schedules. This policy is subject to change based on guidance provided by UC’s COVID-19 response. A computer will be provided in the UHP suite, but any remote work after-hours or on weekends will require you to work on your own full Adobe Creative Suite on your personal computer. You will be expected to follow UC’s Confidentiality and Data Security best practices.

Schedule and Pay:
- Bi-Weekly Schedule
- About 12-14 hours per week at $10.50/hour during academic semesters, negotiated each semester
- At least 6 hours should be between 8am-5pm, Monday- Friday in the UHP Suite

Required Application Materials:
- Updated resume highlighting relevant experience
- A video introduction of no more than 1 minute

Instructions to Applicants:
Apply with your resume and video by email to Jason Autry at jason.autry@uc.edu. The preferred mode of all correspondence is via email. Application reviews will start immediately and interviews will be requested for qualified candidates until the position is filled. Interviews will be conducted in-person or using Teams, based on candidate preference. Applicants who submit their documents by August 9 will be given first consideration. Most interviews will be scheduled the week of August 16. All questions about this process should be directed to Jason Autry at jason.autry@uc.edu.

Suggested Application Documents:
- Links to examples of other video production samples
- Scripts and storyboards
- Digital media portfolio