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

Primary Position Responsibilities:
• Creating and developing media content, such as website content, social media, class and advising materials, and in some cases assist with video work

Other Position Responsibilities:
• Assisting the development of other digital materials such as infographics, periodicals, and other initiatives  
• Assisting with other special projects as they become 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, or 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 Spring 2023  
• Experience Adobe InDesign, Photoshop, and Illustrator  
• Experience with Adobe Premiere Pro And After Effects will be highly valued

Ideal Optional 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 in Swift 700. Some flexibility can be provided depending on academic schedules to allow flexible virtual/hybrid hours.

**Schedule and Pay:**
- Bi-Weekly Schedule
- About 12-14 hours per week at $17.00/hour during academic semesters, negotiated each semester
- Hybrid work is possible, but we require at least 8 hours between 8am-5pm, Monday-Friday in the UHP Suite in Swift 700.