**Job Title:** Student Assistant, Media & Design

**Department:** University Honors Program

**Primary Position Responsibilities:**

- Creating and developing media content, particularly videos, magazines, infographics, invitations, announcements, and other digital media
- Developing content for the website, social media campaigns, courses, and advising materials
- Assisting with the management of University Honors Program website and social media accounts such as Facebook, Twitter, LinkedIn, Youtube, and Instagram
- 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 a full-time undergraduate student for Fall 2020
- Experience with Adobe, specifically InDesign, Photoshop, Illustrator, Premiere Pro

**Ideal Qualifications:**

- Experience with other content creation applications
- Experience creating, editing, and publishing videos
- Experience in recording video, audio and photography
- 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:**
During UC’s COVID-19 response, you will be working remotely and will thus need the full Adobe Creative Suite on your personal computer.

**Schedule and Pay:**
- Bi-Weekly Schedule
- 10-15 hours per week at $10.50/hour during academic semesters, negotiated each semester
- Your hours should be between 8am-5pm, Monday- Friday. Evenings and weekends can be negotiated.

**Instructions to Applicants:**
Apply with your resume 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 using Teams. Applicants who submit their documents by September 10 will be given first consideration. Most interviews will be scheduled the week of September 14. All questions about this process should be directed to Jason Autry at jason.autry@uc.edu.

**Required Application Documents:**
- Updated resume highlighting relevant experience and engagement

**Suggested Application Documents:**
- Links to examples of video production samples
- Evidence of social media campaigns for organizations
- Innovative uses of any other platforms or technology listed within this job description
- Links to current social media accounts and websites