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

**Primary Position Responsibilities:**

- Creating and developing media content, particularly videos, periodicals, infographics, invitations, announcements, and other visual images  
- Developing content for the website, social media campaigns, courses, and advising materials  
- Assisting with the daily management of University Honors Program 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, journalism, communication, design, and technology  
- Close attention to detail  
- Work independently, demonstrate initiative, and maintain long-term projects without continuous direction

**Minimum Qualifications:**

- Must be enrolled as a full-time (12 credit hours for undergraduate students) for Fall 2018  
- Experience with Adobe Premier Pro, InDesign, Photoshop, and Illustrator

**Ideal Qualifications:**

- Experience with other content creation software  
- Experience creating, editing, and publishing videos  
- Experience in recording video 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  
  - Online programs like Prezi, Slideshare, Sprout Social, Issuu  
  - Keynote and iMovie  
  - Any other similar software  
- Experience with social media platforms  
- Knowledgeable of the University Honors Program student experience and resources
**Working Conditions:**
This student worker will be working at the desk near the entry to the office area. You will have your own desktop computer with Adobe Creative Suite installed.

**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. On occasional projects or events, some hours may flex for nights and weekends.

**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 may be conducted in person or using Skype. Applicants who submit their documents by April 2 will be given first consideration. All questions about this process should be directed to Jason Autry at jason.autry@uc.edu.

**Required Application Documents:**
- Resume with clearly articulated video and design experience.

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