

POSITION INFORMATION

Job Title: Video Production Assistant

Organization Name and Description:

The University Student Union, also referred to as the USU, is the central gathering place on campus and the home of the Student Involvement Center. The programs and services located in the USU are for students to discover a myriad of opportunities to get involved, experience the diversity of our campus, and celebrate the distinction of student leadership at Fresno State.

The USU is open seven days a week from 7:00 a.m. - 12:00 a.m. Students come to socialize, hang out, purchase food, use the computer labs and conference rooms & bowl in Bulldog Bowl. Join the University Student Union (USU) Team!

The USU employs students in the Satellite Student Union, building maintenance and services, graphic design, Information Center, Bulldog Bowl, Reservation Center and the Student Involvement Center.

Work Schedule: Monday – Friday; 20 hours per week

Wage/Salary: \$10.50 per hour

Job Description:

The Video Production Assistant will be responsible for the concepting, filming, editing and producing videos promoting the programs and services offered by the University Student Union, the Student Involvement Center and its programs and related campaigns for websites, social media, trainings and other marketing channels within project deadlines.

In addition to scheduling video and photo shoots, editing and producing video, responsibilities include:

- A. Meeting with USU Marketing Coordinator and other program representatives to determine video coverage priorities and objectives.
- B. Maintaining supplies and equipment.
- C. Performing other duties as assigned, including posting video to social media, front office assistance and other promotional projects.

Qualifications:

Minimum Qualifications

- A. Currently enrolled Fresno State student with experience filming and editing video.
- B. Must possess good customer service skills, as well as strong written, oral and visual communication abilities.
- C. Ability work independently and collaborate on projects to meet deadlines.

Desired Skills

- A. Experience using Adobe Premier Pro, Final Cut Pro; Google Suite, Slack.

- B. Experience and comfortable using GoPro and DSLR cameras for photo and video.
- C. Experience and comfortable using Apple computers, macOS and related hardware peripherals.
- D. Proficiency in social media video channels (e.g. Facebook, Twitter, Instagram, Snapchat, etc).
- E. Majoring in Media Communications and Journalism, or similar field.

APPLICATION DETAILS

Job Application Method

Submit a resume and cover letter to aesguerra@csufresno.edu by Friday, September 15, 2017.