Video Productions Intern

Position Description

Title: Video Productions Intern
Department: Student Involvement
Reports to: Assistant Director of Student Involvement

Appointment: Academic year 2017-2018
Classification: Hourly Paraprofessional
Remuneration: Paid hourly for a maximum of 20 hours/week ($8.50/hour, pay schedule is bi-weekly)

Preferred Qualifications
- Interest in working in a high-energy team environment
- Passionate about making a difference in students’ lives
- Excited about planning and supporting large-scale events that bring energy to the entire campus
- Computer skills (e.g. Microsoft Office Suite, FalconSync)
- Strong organizational skills, interpersonal abilities, and oral and written communication

Position Summary
This position will be responsible for the creation of marketing videos, as well as assisting in developing a plan for and implementing the management of various marketing media. All interns will also have responsibilities at the Involvement Center Desk in the University Center supporting first-year student engagement, student organizations, and general office management. This position may require some evening and weekend hours.

Involvement Center Desk Responsibilities (10 hours per week):
A. Serve as a resource for anyone seeking information about involvement opportunities on our campus
B. Provide administrative support for all services at the Involvement Center desk
C. Take and transfer Involvement Center phone calls and answer questions as needed

Video Production Responsibilities (10 hours per week):
A. Lead video productions by participating in activities such as concept development, writing, audio/visual recording, editing, animation, and end-product creation
B. Be on top of what is trending in media and work collaboratively with other interns to implement ideas into video production
C. Be prepared to “think outside the box” to create a buzz on campus about our programs
D. Attend a variety of activities to capture footage of our programs to be highlighted in promotional videos
E. Prepare videos to be uploaded to departmental social media outlets (Facebook, Twitter, etc.) to engage in active following of our accounts
F. Maintain all duties as an employee of the Office of Student Involvement, including trainings, retreats, and professional development
G. Collaborate with all staff on executing departmental programs including but not limited to Week of Welcome activities, Involvement Fair, Just Local, Opportunity Fair, Homecoming and Family Weekend, and Finals Fest
H. Assist with swiping at Falcon 5 events
I. Actively participate in weekly meetings with peer staff and supervisor
J. Other duties as assigned

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment
B. Must maintain a minimum cumulative grade point average of 2.5 before and during employment
C. Must be available to attend the fall training (August 28-Sept. 4, 2017)
**Expectations**
A Student Involvement Intern is expected to serve as a positive role model for other students. This person will be expected to follow University policies as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off campus.

**Application Information:** Interested candidates must submit all applicant materials by **12:00 pm on Thursday, March 16, 2017.** Materials include, completed application, cover letter, personal resume, and a list of references.

**Electronic application available on FalconSync:**
[https://orgsync.com/83391/forms/135227](https://orgsync.com/83391/forms/135227)