

## POSITION DESCRIPTION

Approved On:

May 12, 2022



---

**Position Title:** Photo/Videographer

**Rate of Pay:** \$15.00/hr

**Employment Status:** Student Paraprofessional

**Location:** San Bernardino Campus

**Hours Per Week:** 15-20

**Description:** This position is tasked with creating visually appealing and effective media for Associated Students, Inc. and a variety of student organizations on campus. This position requires an up to date understanding of computer video software and time management skills. This position reports to the Productions Manager and Senior Program Coordinator.

### Learning Outcomes:

- The student employee will gain and apply knowledge of effective and engaging strategies to connect with all student groups at CSUSB through various digital and physical platforms.
- The student employee will develop and use effective communication, problem-solving and decision-making skills to promote student-centered efforts.

### Job Duties & Responsibilities

---

- Create original video and animation content for various marketing material for ASI events & services
- Collaborate with different departments on campus
- Communicating professionally with coworkers and clients, over a variety of communication mediums
- Capturing appropriate images to enhance the image of ASI.
- Organizing materials to ensure necessary equipment and supplies are available to ensure a smooth process in production.
- Work with the Graphics Manager to ensure final video and layouts are visually appealing and on-brand

### Minimum Requirements

---

- Ability to work independently and with others
- Ability to accept constructive feedback from clients and coworkers
- Basic knowledge of Adobe editing software
- Good oral and written communication skills
- Ability to use computer software including, but not limited to, Adobe Suite (Premiere Pro, After Effects, Photoshop, Lightroom, Lightroom Classic, Photoshop) and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to operate macOS
- Basic knowledge of video concepts and styles

## Preferred Qualifications

---

- Videography experience preferred
- Event Photography experience preferred
- Completed or plan to complete courses: COMM 2351/ COMM 3351 with a grade of B or better; or equivalent experience
- Experience in shooting with DSLR (Canon or Sony, etc.)
- Pursuing a degree in communication, film, Art & Design or related field

## Eligibility

---

- Must be a currently enrolled student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have (before applying) and maintain a 2.0 semester/cumulative GPA

*For more information on this position, please email [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu). Please include name and position description.*