**POSITION DESCRIPTION**

*Approved On:**April 3, 2023*

**Position Title:** Videographer/Photographer

**Rate of Pay:** $15.50/hr

**Employment Status:** Student Employee

**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 editing and design software and

time management skills. This position reports to the Senior Program Coordinator.

**Student Learning**

**Outcomes (SLOs):** 1) 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.

2) 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 animated content for various marketing material for ASI events & services
* Shoot video and photo footage of ASI events and for various ASI-related projects
* Collaborate with different departments on campus on content creation projects
* Communicate professionally with coworkers and clients, over a variety of communication mediums
* Capturing appropriate images to enhance the image of ASI.
* Organize materials to ensure necessary equipment and supplies are available to ensure a smooth process in production.
* Work with the Graphics Manager/team to ensure final video and layouts are visually appealing and on-brand with desired request

**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 (Photoshop, Illustrator,
* InDesign, Acrobat) and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
* Ability to operate macOS
* Basic knowledge of video concepts and styles

**Preferred Qualifications**

* Experience in shooting and editing video
* Experience in event photography
* Completed or plan to complete courses: COMM 2351 and COMM 3351 with a grade B or better, or equivalent experience
* Experience in shooting with an DSLR (Canon, Sony, etc.)
* Pursuing a degree in Communications, Film, Art & Design, or related field

**Eligibility**

* Must be a currently enrolled student at California State University, 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 minimum GPA of 2.0 (semester and cumulative)

For more information on this position, please email [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).