# General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Multimedia Specialist</th>
<th>Branch:</th>
<th>Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td></td>
<td>Position Type:</td>
<td>Part-Time</td>
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<tr>
<td>B-4</td>
<td>$9.55/hr.</td>
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<tr>
<td></td>
<td>20 hrs/week</td>
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<td>Direct Supervisor:</td>
<td>SGATO Program Coordinator</td>
<td></td>
<td></td>
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<tr>
<td>Possible Travel:</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
<td></td>
<td></td>
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<tr>
<td>Working Over Authorized Hours:</td>
<td></td>
<td></td>
<td>Yes with authorization</td>
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## Job Description

The Multimedia position is responsible for developing a working relationship with other members of the Marketing and Communications Team. They are responsible for the majority of photo and video material that Student Government delivers. This person will be expected to be at a majority of the Student Government events taking photos and videos. They are also responsible for the editing and production of all photo/video material.

### Role and Responsibilities

- Maintain a cohesive working environment for all Communications and Marketing staff and volunteers
- Attend Student government events and capture photos and videos for future use.
- Assist with the production of Student Government Graphics alongside the Graphic Designer.
- Work cohesively with the other Departments/branches within Student Government
- Perform any other duties necessary to execute the mission of the Executive Branch
- Facilitate the creation of photo and video content to meet the demands of Student Government.

### Qualifications and Education Requirements

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for Undergraduate students and 3.0 GPA for graduate students.
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must have the ability to set and meet consistent deadlines
- Experience in an office setting and/or corporate working environment; display business etiquette.
- Must be proficient in Microsoft Office
- Strong writing, speaking and listening skills
- Proficient in Graphic Design and Web Design
- Proficient in Photoshop, Illustrator, InDesign, and similar programs
- Proficient in Adobe Premier and/or After Effects
- Must be familiar with and able to operate a DSLR camera for photo and video purposes
- Must be able to think critically and logically in any given situation
- Must have strong Organization, and analytical skills.
- Must have the ability to take initiative in the workplace and create strategic goals.

### Working Conditions

20 hours a week in an office environment, events, or showcasing.

- This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it is designed to give the general nature and level of work to be performed by employees assigned to this job title.

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Last Updated: May 25th, 2017