STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Videographer*
*(Formerly Multimedia Developer)

Department: MDPR
Hourly Rate: $14.00
Posting Date: November 20, 2019
Revised Date: January 13, 2020
Hours: 10-20 hours per week; shifts based on operational need of the organization

Include with Application: Resume and Video Portfolio are required

Overview
Established in 1963, Associated Students, Inc. (ASI) is a non-profit corporation guided by a student board and managed by full-time professional staff. ASI is a part of the Cal Poly Pomona Division of Student Affairs with a dashed reporting line to Administrative Affairs. ASI serves the entire campus population, including over 26,000 students, by providing opportunities for student engagement, student employment, and a multitude of programs and services such as recreation and wellness, student union and activities, student government, and childcare. ASI operational support areas include human resources, financial services, information technology, facilities management, and marketing. ASI employees exhibit our values of integrity, honor, dedication, loyalty, and respect in every interaction with each other, our students, the campus community, and guests of Cal Poly Pomona.

Founded in 1995, award-winning Marketing, Design & Public Relations (MDPR) is one of the most respected Marketing groups at Cal Poly Pomona. It maintains its creativity and dynamic marketing strategies through an experienced, talented team of students and professional staff in combination with the use of today’s most cutting edge technology. Its goal is to connect their clients to their respective audiences with a fresh and innovative solution. MDPR not only serves all of ASI’s internal marketing needs, but it provides the campus and local community the opportunity to utilize their experience-driven, competitively-priced, design and marketing communications services as well. Some of the services the team provides are: logo design, brochure design, digital bulletin boards advertisements, and event/program poster design.

Position Definition
Under general supervision from the Multimedia Producer, the Videographer performs routine and non-routine tasks in support of the multimedia team including assisting with advertising campaigns and facilitating marketing initiatives.

Essential Duties
- Develops and manipulates graphics, images, animations, sound, text and video to create integrated multimedia content
- Develops content for digital signage systems
- Assists in updating and maintaining online content and promotional materials in a timely manner and in collaboration with the design and communications staff
- Assembles and broadcasts motion design-based advertisements
- Takes and edits video footage of relevant events and campaigns, creates closed-captions and integrates footage with graphics for viewing
- Provides administrative support as needed
- Performs other duties as assigned

Qualifications
- Ability to work in a cross-platform environment (Mac and PC)
- Marketing majors with graphic design experience, preferred
- Demonstrated creative ability
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Experience with DSLR cameras or HD Camcorders for HD video, preferred
- Knowledge of Adobe Premiere Pro, Final Cut Pro, or Adobe After Effects, preferred
- Understanding of Adobe Illustrator and Adobe Photoshop, preferred
- Knowledge of WordPress, preferred
- Ability to operate an office work station software utilizing word processing, spreadsheet and other software
- Ability to work well within team concept and independently when necessary

Revised January 2020
- Ability to adhere to work rules, follow directions, use time effectively, and meet deadlines
- Ability to communicate clearly and concisely, both orally and in writing
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community

**Work Environment**
Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

**Employment Eligibility**
Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, student employees must be currently enrolled in a minimum of 6.0 units (undergraduate) and 4.0 units (graduate), international student employees must be enrolled in a minimum of 12.0 units (undergraduate) and 8.0 units (graduate) at the end of the add-drop period. Student employees are required to have a minimum overall and Cal Poly Pomona GPA of 2.0 and be in good academic standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer term and for students who have applied for graduation for the current term. Applications for employment are available at the ASI Human Resources Office located on the first floor of the Bronco Student Center, Room 1216 or online at [https://asi.cpp.edu/hr/](https://asi.cpp.edu/hr/)

**Mandated Reporting Requirement**
In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

**Systemwide Smoke and Tobacco Free Environment EO 1108**
Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information. [http://www.calstate.edu/EO/EO-1108.html](http://www.calstate.edu/EO/EO-1108.html)

ASI is an Equal Opportunity Employer