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**POSITION PURPOSE**
Under the supervision of the Marketing & Communications Coordinator, the Multimedia Associate will produce and share a variety of photo, video and audio projects, coordinating content and video campaigns on YouTube, and managing internal photo, video, and audio archives.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions and works to improve the quality of their educational opportunities and experiences. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San José State University.

**EDUCATION / EXPERIENCE**
- Must be a current SJSU student
- Requires experience in photography, video, and audio communications
- Requires excellent time and project management skills
- Requires strong written communication and editing skills
- Requires excellent interpersonal skills
- Journalism experiences a plus

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Media Production (60%)**
- Serve as photographer and videographer for A.S. events, programs and other activities.
- Edit photos, as necessary, select "best of" shots for publications, and save files in photo archive.
- Work with the A.S. marketing team, Board of Directors and other A.S. staff; select music, and edit video clips and photos to produce promotional videos.
- Collect and organize audio media, including interviews, podcasts and sound bites.

**Media Management (20%)**
- Organize and manage files in A.S. photo archive.
- Research and select photographs from archive for specific messages, audiences, stories, website and various A.S. printed materials.
- Develop A.S. video archive and manage video content files.
- Distribute video content on YouTube channel and photos on A.S. Flickr, and work with the A.S. marketing team to promote photos and videos via links and posts.
- Work with A.S. staff and board to get access to photos taken by other departments and coordinate files in A.S. Drop Photos Drive.
- Share event, program, and photos of A.S. activities via the A.S. website, Facebook, or other outlets as determined.
- Organizing audio content and sharing on A.S. social media platforms.
Strategic Planning and Teamwork (15%)

- Conduct and present research on various photo- and/or video-based projects on campus and by other Associated Students organizations across the CSU to identify potential multimedia projects.
- Work with marketing team, department managers, and A.S. board to plan creative visual campaigns that enhance the overall image of A.S.
- Keep informed about trends, techniques, and strategies in photo, video, and multimedia. Share and incorporate relevant strategies with team members and in projects.
- Communicate regularly in person and via email with other A.S. staff, clients, photographers, copywriters, and web developers to deliver content.
- Provide regular project status reports to supervisor, attend regular department staff meetings and on-going staff development trainings, and multimedia presentations to staff or the Board as needed.

Other Duties as Assigned (5%)

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

- Ability to think creatively to deliver various visual communications.
- Ability to handle multiple work priorities, organize, plan work and projects.
- Excellent photography skills, photo editing, video production, video editing, audio production and audio editing skills with relevant photo, video, and audio software experience.
- Capacity to work effectively in a University environment including its programs and services, requirements and procedures and the overall mission and goals of an educational institution.
- Experience in Google/Gmail, Microsoft programs; including Word, PowerPoint, and Excel.

GUIDELINES

This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students, SJSU is an Equal Opportunity Employer and does not discriminate on the basis of gender, race, religion, color, national origin or ancestry, physical or mental disability, age, sexual orientation, pregnancy, marital status, covered veteran status, or any other basis protected by federal, state, or local law or regulation. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE


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