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**POSITION PURPOSE**
Under the supervision of the Marketing & Communications Coordinator, the Multimedia Associate will produce and manage photography and video/video projects, working with the marketing team, department contacts, and A.S. Board of Directors to plan creative multimedia campaigns that enhance and improve brand image, and increase campus-wide awareness of programs, services, events and other marketing campaigns.

**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
- Concentration in Journalism, digital media arts, communications, public relations or marketing preferred
- Requires experience in photography, video and audio communications
- Requires excellent time management skills (deadline-driven)
- Requires excellent verbal and written communication skills
- Requires excellent interpersonal skills

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Media Production (60%)**
- Serve as videographer for A.S. events, campaigns, and other activities
- Provide photo coverage at events and create albums on Flickr
- Take photos of A.S. Board of Directors, staff, department teams, election candidates, and others, for a variety of uses
- Produce videos for the A.S. Board of Directors, A.S. departments and social media as necessary

**Media Management (20%)**
- Organize photos and videos on channels such as YouTube, Flickr, shared folders and archive
- Share videos and photo albums with the Web and Social Media Associate to be featured on A.S. website and social media channels
- Research and select photographs from archive for specific projects
Strategic Planning and Teamwork (15%)

- Keep informed about trends, techniques, and strategies in photo, video, and multimedia
- Communicate regularly in person and via email with other A.S. staff, clients, photographers, copywriters, to deliver content.
- Provide regular project status reports to supervisor, attends 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
- Experience in Google/Gmail, Microsoft programs; including Word, PowerPoint, and Excel.
- 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.

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 is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. 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.

- Portfolios or work samples may be e-mailed to edilbert.signey@sjsu.edu.

DEADLINE
Application Review will be April 30th, 2018. The position will remain open until filled.

Click here to apply!