JOB DESCRIPTION

Student Worker – School of Humanities

JOB TITLE: Student Worker – School of Humanities

DEPARTMENT: School of Humanities

REPORTS TO: Dean – School of Humanities

EDUCATION AND/OR EXPERIENCE REQUIRED:

* Current RCU student who is eligible for Federal Work Study
* Cumulative 2.0 GPA or higher

**POSITION SUMMARY:**

* Produce, edit, upload, and market assigned video content
* Produce compelling short-form videos for social media
* Assist with production of longer-form educational videos for YouTube
* Assist in other duties as assigned (e.g. photography)
* Be available two consecutive hours daily (10-15 hours per week)
* Work on-site in the Humanities Suite in Gallaher West
* Will receive practical, on-the-job, real-life experience in the humanities field

**JOB DUTIES:**

* Create flyers for the School of Humanities various departments events and publications
* Create departmental newsletters with department chairs for respective Advisory Boards
* Obtain permission to post materials on campus
* Communicate with MarCom on behalf of the School of Humanities
* Videotape and edit Humanities Chapels and other Humanities events
* Oversee the Mass Communication equipment inventory, including check in and out to students, charging equipment and keeping inventory updated.
* Coordinate with the English department to make *Blackberry Winter* designed and formatted to upload to shieldmedia.org website.
* Set up and take down Art displays in the RAC, Gallaher, RCU library and other designated places as assigned.
* Investigate potential interest in a School of Humanities social media presence on the Warrior Hub via the RCU app.
* Assist with maintaining the Gallaher office equipment (e.g. photocopier ink and paper)

**REQUIRED SKILLS AND ABILITIES:**

* Organize information provided content into information using various media.
* Manage multiple projects and meet deadlines.
* Respond to constructive feedback.
* Work independently and be willing to ask for help.
* Experience in video production and editing.
* Experience with social media platforms.
* Experience with Adobe Creative Suite and Microsoft office products.
* Above average skills in communication, technology, and organization.
* Students of all majors are encouraged to apply.
* Include a resume, cover letter, and samples of work, if applicable.