



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Multimedia Assistant  
**Position Department:** Marketing  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Student Part-Time  
**Compensation:** \$17.00 per hour  
**Reports to:** Marketing & Communications Manager

Click [here](#) to apply!

### **Associated Students Summary**

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### **Position Summary**

The Multimedia Associate will produce and manage video and photography, 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.

### **Essential Functions**

- Serve as photographer for events, campaigns, and other activities
- 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
- Manage the sign up for participants to complete video and photo projects
- Organize photos and videos on channels such as YouTube, Flickr, shared folders and archives
- Share videos and photos with department clients and the Web & Social Media Associate
- Research and select photographs from archive for specific projects
- Keep informed about trends, techniques, and strategies in photo, video, and other multimedia
- Communicate regularly in person, via email and/or phone with other A.S. staff, students, photographers, to collaborate and deliver content
- Provide regular project status reports to supervisor
- Attend regular meetings and student development trainings

### **Knowledge, Skills, and Abilities**

- Excellent photography skills, photo editing, video production, video editing, audio production and audio editing skills with relevant photo, video
- Must be adept at photography and video editing software such as Adobe Premiere Pro, Final Cut Pro, Adobe Photoshop and posting on Flickr and YouTube
- Must be proficient in Google and Microsoft products/programs
- Excellent deadline-driven time management skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Able to produce creative thoughts and new ideas

- Able to manage multiple priorities
- Requires patience and confidence when working with contacts
- 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.

**Work Environment, Hours and Physical Demands**

- This job operates in an office environment and routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 AM – 5:00 PM.
- Occasional evening and weekend work may be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.

**Other Duties**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

**Required or Preferred Education and Experience**

- Must be a current SJSU student
- Concentration in Radio/Television & Film, Journalism, Digital Media Arts, Communications, Public Relations or Marketing preferred
- Requires experience in photography, video and audio communications

**Notes to Applicants**

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

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 after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

**Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

**Applications**

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

**Deadline**

The position will remain open until filled.

Click [here](#) to apply!