

### Digital Communications Student Assistant, SJSU Public Affairs

Can you capture video to tell a story? Are you willing to grab a camera to shoot on-campus events? Do you have a strong interest in social media? We just might have the job for you.

SJSU Public Affairs is looking for a digital communications assistant who can use different mediums to tell compelling stories about the great things going on at SJSU. Essentially, you will help us find and create stories about SJSU using your video, photography, audio recording and/ or writing skills. You will also help update our university social media channels (Facebook, Twitter, blogs, etc).

This is an **excellent, hands-on opportunity** and a great way to build your portfolio. It's perfect for someone considering a future in communications or marketing but all majors **\*\*with related experience\*\*** are welcome to apply.

#### What we need from you:

- Dependability and timeliness (this is essential)
- Understanding of how to tell a good story and explain things clearly
- Knowledge of social networks. Experience managing social networks for a club or organization will make you stand out
- Experience creating video to tell a story or taking photos. Video preferred
- Strong writing and grammar
- Online research skills
- Ability to multi-task and prioritize to meet deadlines
- A positive attitude and the desire to grow and learn with a team

#### You will assist with following:

- Develop ideas for web content for SJSU.edu and SJSU's social networks
- Work with the team to create 6 story packages using video, audio, and/or photos for Spring 2011
- Capture video; basic video editing
- Take photos of events, people, SJSU campus and more
- Interviews for podcasts and/or video narration; basic audio editing
- Update SJSU web pages and social media occasionally
- Research the web for SJSU news, events and other university related conversations
- Occasionally write story briefs or blogs

**Interested?** If you think you have the diverse skills for the job, send your cover letter and resume to SJSU Web Communications Specialist Teresa Ruiz at [teresa.ruiz@sjsu.edu](mailto:teresa.ruiz@sjsu.edu).

This position is in a professional office environment and will work 10-15 hours per week. Work samples will be required during interviews. Work study students encouraged to apply. **Learn more about us and become part of our communities before applying.**

<http://www.sjsu.edu/publicaffairs/>

<http://www.facebook.com/sanjosestate>

<http://twitter.com/sjsu>