Marketing Assistant - Videographer

The Campus Recreation Marketing Assistant positions are responsible for general marketing and communication projects in addition to a specialization in one of the following areas: copy writing & social media, design, photography/video editing and web content management.

Responsibilities
- Staff Campus Recreation information tables and distribute promotional materials at various UTSA programs throughout the year;
- Attend ongoing and special events to document via photography/video;
- Print, cut, laminate, distribute/deliver posters and signage for departmental needs as directed;
- Participate in the brainstorming of ideas and design of various promotional materials;
- Work with others to execute risk reduction measures and provide care in emergency situations;
- Clearly articulate, enforce and educate patrons on all rules, policies and procedures;
- Provide customer service and respectfully manage disagreements;
- Actively participate in collaborative work and development;
- Perform other duties as assigned.

Specialization Area - Video and Photo
This specialization requires someone with the knowledge of digital imaging, computer editing systems, software and related equipment as well as exhibit creative concepts of editing composition with ability to learn and apply new and advanced technology quickly.
- Effectively use DSLR, lighting and audio production techniques and equipment operation;
- Perform production functions involving lighting and audio recording;
- Responsible for numbering and filing images and video;
- Must be skilled in utilizing YouTube for video purposes;
- Assist the Student Coordinator in scheduling photo/video shifts to record various activities.

Staff Standards
- Role model appropriate behavior at all times, including on-line communities;
- Attend all staff meetings and educational trainings;
- Attend scheduled meetings with Student Marketing Coordinator, Graduate Assistant and Assistant Director;
- Check and respond to email and voicemail at least once per day;
- Maintain regular and frequent communication with Coordinator, Graduate Assistant and Assistant Director.

Personal/Paraprofessional Development & Departmental Responsibilities
- Attend all meetings and trainings on time, including August staff development, January staff development, etc.
- Balance time commitments;
- Recognize limitations and work to improve;
- Be receptive to paraprofessional and personal development;
- Challenge yourself to achieve higher levels of awareness of people’s perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.
Minimum Qualifications
- Must be skilled in Adobe Premiere or After Effects for video and Photoshop or Lightroom for photos;
- Sample of work;
- Must be currently enrolled at UTSA with a minimum overall GPA of 2.0;
- Must pass State of Texas criminal background check;
- First Aid, Adult CPR and AED certifications obtained within expected time-frame.
- UTSA employee compliance trainings and any additional program area certification/training completed within expected time-frame.

Working Conditions
- Maximum of 19 hours worked per week (average 15);
- Work will take place on the Main Campus in the Recreation Center and Field Complex;
- Work shifts include morning, afternoon, evening and weekend hours. Some required holiday hours.

Compensation
- Starting pay: $10.00+/hour depending on experience.