Student Worker – Digital Media Assistant

Job Description: The Digital Media Assistant for the WKU ALIVE Center for Community Partnerships serves as a student worker documenting the impact of ALIVE CCP programs and services. This position involves communicating with campus and community partners, coordinating interviews, and documenting the stories through photography and videography. The Digital Media Assistant will complete a minimum of two videos. This position shall not exceed 100 hours a semester.

Responsibilities include:

- Researching the subject and story
- Conducting interviews
- Generating stories
- Conducting photography as needed for printed and online resources
- Editing photography and videography
- Producing video for The $100 Solution™ program
- Producing video for the Hill House program
- Creating other videos for use online, if identified
- Assisting with social media, as needed

Desired Qualifications:

- Good oral communications skills
- Demonstrated experience in photojournalism
- Demonstrated experience in videography
- Experience with photo and video editing software
- Ability to work with a team
- Ability to manage time effectively
- Demonstrated commitment to reliability and follow-through
- Positive attitude
- Knowledge of Word, Excel, and PowerPoint
- Proficient in social media (work with Facebook and Twitter)
- Experience in meaningful service

Status Reports:

At the beginning of each week, Digital Media Assistant will provide a written status report. The Digital Media Assistant will create goals and objectives for the semester with the staff based upon the responsibilities above. The status report is an opportunity for students to include an update on accomplishments and challenges.
**Time Allotted:**
Ten hours a week is preferred for this position. If serving in another position on campus, the student must not exceed 20 hours per week total for both positions together. This position must be completed within 100 hours.

**Additional Information:**
The Digital Media Assistant is a paid student worker position.

**Application**
This position is supervised by the Communications & Marketing Coordinator, Aurelia Spaulding. Those interested in the position are asked to prepare a resume, cover letter, and availability schedule for the semester you are applying for. Materials should be submitted via email to Aurelia at aurelia.spaulding@wku.edu by date designated on the website at www.wku.edu/alive. Feel free to call 270-782-0082 if you have any questions regarding ALIVE CCP internships. Students meeting the desired qualifications may take part in an interview process if multiple applicants apply.