Position Title  ASWWU Videographer

About the Department
The AS Communications Office is responsible for organizational promotion, marketing, and public relations. This office also provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.

About the Position
The AS Videographer is responsible for taking, editing, subtitling, and publishing video for a variety of platforms under the direction of the AS Video Coordinator. The position may also be tasked with still photography.

Terms of Position
This is a three-quarter position. This position starts fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office’s needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. The position holder must qualify for work study

Required Qualifications
• Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
• Maintain a minimum of a 2.00 cumulative grade point average.
• Ability to complete the entire term of the position.

Preferred Qualifications
• Effective organizational and time management skills.
• Ability to work independently and responsibly.
• Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
• Ability to work within deadlines and problem solve.
• Ability to communicate in an effective manner that is welcoming to wide variety of people.
• Knowledge of department and the position’s responsibilities.
• Video production and photography experience, including taking, editing, and publishing videos and images.
• Working knowledge of Adobe Premier and After Effects.

AS Employment Responsibilities
• Serve the membership of the Associated Students in a professional and ethical manner by:
  o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Personnel Policy, Code of Conduct, and Program Standards.
  o Being knowledgeable of the AS organization and its general operations.

• Ensure the legacy of this position by:
  o Working with supervisor and Personnel Director to revise and update position job description.
o Developing and maintaining a legacy document for future position holders.

• **Provide Support to the Communications Office by:**
  o Maintaining a minimum of 8-12 office hours per week coordinated with the AS Video Coordinator.
  o Attending periodic Communications Office staff meetings.
  o Completing other duties as assigned.

• **Ensure the timely production of video and still photography by:**
  o Assisting the Video Coordinator with assigned projects.
  o Taking, editing, subtitling, and exporting video for publishing to various media sources.
  o Meeting daily production milestones assigned by the Video Coordinator.
  o Reporting any material or equipment issues to the Video Coordinator.
  o Assisting with setup and staging of planned video productions.

• **Ensure departmental development by:**
  o Monitoring and recommending emerging practices and products that may improve delivery of video content.

Academic Emphasis  All majors are encouraged to apply.

Educational Benefits  • Opportunity to work in a high-paced environment
  • Working with a diverse student and staff population
  • Learn valuable visual and verbal communication skills
  • Build a foundation in the communication and marketing field

Wage  Starting hourly rate of $15.35.

A cover letter and resume are required and should address your experience related to the position responsibilities and the required and preferred qualifications. In your cover letter please also specifically address the following questions:

1. Why are you interested in working for the Associated Students?
2. Why are you interested in working in this position?
3. What specific skills, knowledge, and/or experience (paid and volunteer) do you have that would help you be successful in this position?
4. What is your schedule of availability for a job interview?

Closing Date Notes  Application open until Sept. 26.
Western Washington University (WWU) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, WWU does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. See WWU’s Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation. Inquiries may be directed to the Vice Provost for Equal Opportunity and Employment Diversity, Title IX and ADA Coordinator, Equal Opportunity Office, Western Washington University, Old Main 345 (MS 9021), 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eoo@wwu.edu

WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request an accommodation, please contact Human Resources Disability Services, 360.650.3774 or 711 (Washington Relay).

Annual Security and Fire Safety Report: This report is provided pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("The Clery Act"). It includes statistics for the previous three calendar years concerning reported crimes that occurred on Western's campus; in certain off-campus buildings or property owned or controlled by Western; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report in printed or alternate formats by contacting the office of the Vice President for enrollment and Student Services. The report can be found at http://www.wwu.edu/vpess/annualsafetyreport.shtml.

All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires.