Position Description

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and under general supervision of the Director of the Center for Environmental Inquiry and Sustainability Programs, with additional lead work direction from the Ecosystem Exploration Production Lead, the Virtual Field Education Assistant performs moderately complex technical work to support and assist in the various phases of multimedia production and delivery of educational content and projects hosted on The Virtual Field website (www.thevirtualfield.org).

Major Duties: Major duties of the position include, but are not limited to, the following:

• Tracking and organizing video production schedules and approval processes.
• Assisting field stations and marine laboratories in submitting video content to online databases.
• Uploading content to The Virtual Field website and YouTube channel.
• Revising educational materials associated with existing videos to improve educational outcomes, including, but not limited to, moving existing content into new formats and revising content to fit new educational objectives.
• Working collaboratively with teams on and off campus.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The normal work schedule is Monday through Friday aligned with regular campus hours. This is an hourly intermittent position. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

Minimum Qualifications: This position requires a basic knowledge of and skill in graphics, still or motion Photography required, and a demonstrated ability in making detailed environmental observations highly preferred. This knowledge and skill normally is obtained through a bachelor’s degree in an environmental field and at least six months of experience in still and/or motion picture photography, including a thorough knowledge of video production techniques. Photographic skills and interest can be demonstrated through amateur interest in photography, photo archiving or video production. General knowledge of human-environment interactions, species interactions, and ecosystem processes and the ability to make detailed observations of nature highly preferred. Knowledge and ability to make detailed observations and transform them into environmental concepts, technological skills with computers, databases and equipment, and interest and basic ability working with still photography or video production highly preferred. Degree in an environmental field and/or at least 3-years of experience interpreting ecosystem processes for educational activities highly preferred. Intermediate proficiency with computers and Microsoft Office Suite (Word, Excel) required. Knowledge of Google Suite, PeopleSoft, and familiarity with on-line databases preferred.

Additional typical knowledge and skill requirements:
• Ability to effectively interpret, organize, and observe and present environment information and ideas in written form to a diverse audience.
• Working knowledge of techniques, materials and equipment used in the production of instructional media and related communication assignments.
• Working knowledge of full range of production techniques including graphics, photography, editing methods and equipment.
• Ability to learn techniques in the development of multimedia productions, including 2- and 3-D videos.
• Basic computer skills to operate digital editing and duplication equipment.
• Ability to use and maintain camera and related equipment.
• Exceptional organizational, attention to detail, and observational skills: ability to multi-task, adapt to change, and to follow projects through to completion.
• Solid writing and editing skills, including a strong foundation in English grammar.
• Strong interpersonal skills.
• Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents.
• Must be able to accept constructive feedback and work cooperatively in group situations.