



**Associated Students of Western Washington University**  
**AS Communications Office**  
**Assistant Videographer**

**About the Position**

The AS Assistant 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.

**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.

**Terms of Position**

This is a four-quarter position. This position starts the beginning of summer quarter and ends the Friday of finals week the following spring quarter. This position works an average of 12 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 .

**AS Employment 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**

- Video production and photography experience, including taking, editing, and publishing videos and images.
- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Customer service skills.
- Basic knowledge of department and position specific responsibilities.
- 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:

- Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
- Being knowledgeable of the AS organization and its general operations.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Developing and maintaining a legacy document for future position holders.

**AS Communications Office Responsibilities**

- Provide Support to the Communications Office by:
  - o Attending regularly scheduled Communications Office staff meetings,
  - o Completing other duties as assigned.

**Position Responsibilities**

- 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.

**Wage**

This position will receive a Video Production Assistant 1 wage, which is \$11.00 per hour.

**Reportage**

This position reports directly to the AS Video Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.  
 The Associated Students is an Equal Opportunity Employer.  
 Revised on June 1<sup>st</sup> 2017.