



## **Associated Students of Western Washington University**

AS Communications Office

AS Video Coordinator

### **About the Position**

The AS Video Production Coordinator is responsible for scripting, coordinating, and producing video content to engage current Western students in the activities, services, initiatives, and resources of the Associated Students.

### **Position Classification**

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **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 Monday before summer classes begin 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.

### **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**

- Organizational and time management skills.
- Knowledge of video equipment needs and uses.
- Video production and photography experience, including taking, editing, and publishing videos and images.
- Working knowledge of Adobe Premier and After Effects.
- Ability to communicate and work effectively with a wide variety of people on Western's campus

- Ability to work independently and responsibly, while supervising others
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.

### **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 Employment Policy, Code of Conduct, and Program Standards,
  - o Attending all AS staff development events including pre-fall orientation,
  - o Being knowledgeable of the AS organization and its general operations,
  - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.
  - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

### **AS Communications Office Responsibilities**

- Provide Support to the Communications Office by:
  - o Working an average of 15 hours per week
  - o Maintaining an average of 5 posted office hours between 8am and 5pm per week,
  - o Supervising the AS Assistant Videographer and interns,
  - o Facilitating regular production meetings with staff,
  - o Attending Communications Office staff meetings
  - o Other duties as assigned.

### **Position Responsibilities**

- Coordinate the production of video content by:
  - o Facilitating training for hourly staff and interns.
  - o Actively engaging offices of the AS in video promotion of events, services, activities and initiatives of the AS under the direction of the AS Communications Director,
  - o Maintaining an inventory of all video equipment. Maintaining a hard drive or electronic archive of all final video production, while preserving the existing tape & DVD archive
  - o Preparing video files for various output formats,
  - o Overseeing the production of AS promotional videos.
  - o Ensuring programming compliance with AS, VU, WWU, Federal Communication Commission policies and State and Federal laws. Maintain fair and attainable policies for productions to adhere to.
  - o Ensuring all videos are subtitled in compliance with University policy,
  - o Ensuring regular communication with the AS Communications Director.

- o Developing and implementing a process for AS Program Offices to request video promotion or event videos, and working with the AS Communications Director to prioritize requests

- Ensure departmental development by:

- o Monitoring and recommending emerging practices and products that may improve delivery of video content.

**Wage**

Starting hourly wage of \$12.80

**Reportage**

This position reports directly to the AS Communications Director.

**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.**