DIGITAL CONTENT ASSISTANT (PART-TIME)
UNIVERSITY COMMUNICATIONS OFFICE
HIRING RANGE: $15.39 TO $16.30 PER HOUR

FUNCTION: Reporting to the Assistant Director of Marketing, this position will assist with the following: Consistent branding across departments using social media following the university’s social media guide.

RESPONSIBILITIES AND RELATED DUTIES:

Videography
1. Organize and oversee video shoots
2. Storyboarding
3. Location scouting and prep
4. Communicate with university departments and participants
5. Set up lighting and audio equipment, when applicable

Video Editing
1. Edit footage into final output
2. Cut and Arrange footage
3. Color Correction
4. Audio leveling
5. Motion graphics
6. Review with client and incorporate feedback
7. Manage and maintain-roll and archive footage
8. Upload to YouTube and manage YouTube content

Photography
1. Capture day-to-day things that happen on campus; professional looking photos that are primarily for use on social media.

Social Media
1. Ability to develop Whitworth-branded graphics and short-form videos that increase engagement.
2. Spearhead student-driven initiatives for social media, whether managing student-generated content or developing engagement tools to serve admissions staff in showcasing the best, authentic Whitworth.

QUALIFICATIONS, SKILLS AND ABILITIES:
• Bachelor’s degree or combination of education and experience.
• Experience with Adobe Creative Suite, specifically Premiere, After Effects, Audition, Photoshop and Illustrator.
• Familiar with post-processing techniques, including color correction, motion tracking and stabilization, key framing, audio looping, and audio noise reduction.
• Familiar with video file formats and encoding.
• Familiar with DSLR and camcorder operation using manual settings.
• Experience using social media platforms (Facebook, Twitter, YouTube).
• An understanding of effective photo composition.
• Strong interpersonal communications skills with a commitment to customer service.
• Available to work evenings and weekends.
• Ability to manage multiple projects and be organized, flexible and productive in a fast-paced environment with minimal supervision.
• A personal commitment to the Christian faith.
• Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
• An active commitment to equal opportunity for all persons.
• A commitment to the educational mission of Whitworth University as a private, liberal arts university affiliated with the Presbyterian church.
• Background check required.

APPLICATION PROCESS:
The following documents are required to complete the online application form.
1. A letter that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range.
2. Résumé.
3. The names, addresses, telephone numbers and email addresses of three academic/professional references.
4. A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.