

MULTIMEDIA & COMMUNICATION STUDENT ASSISTANT

OVERVIEW

San José State University (SJSU) King Library brings people, ideas, and information together through its spaces, resources, and expertise to facilitate community building, innovation, and knowledge creation.

We are seeking a talented, hard-working, and passionate SJSU student to join our innovative and evolving student marketing communications team as a part-time Multimedia & Communication Student Assistant! **This position will be in-person and its primary responsibility is supporting the Library Marketing Team multimedia strategy.**

GENERAL DUTIES

The SJSU King Library Communication & Multimedia Student Assistant will support the efforts of the Dean's Office Library Marketing Team to effectively communicate opportunities, resources, and stories through several digital mediums such as graphic design, photography, videography, podcasts, social media, websites, blogs, newsletters.

REQUIRED QUALIFICATIONS

- Available to work 15-20 hours per week between the hours of 9 a.m.-5 p.m.
- Must be punctual, a self-starter, and work independently with minimal supervision
- Ability to contribute to a positive workplace environment
- Detail oriented and diligent to follow-up and complete necessary tasks for assignments
- Serve as a SJSU King Library brand ambassador
- Effective oral and written communication skills with various audiences such as current students, prospective students, alumni, faculty and staff; members of the public
- General knowledge of software platforms such as the Google Suite, and Adobe Creative Cloud
- Experience with one or more of the following - graphic design, photography, videography, motion graphics, podcasts, social media content creation, digital publications, and/or website optimization
- General knowledge of SJSU university policies and campus community
- **Matriculated SJSU** student must be enrolled in at least 6 undergraduate or 4 graduate units
- **International student** must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester; or
- **Work study student** must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.

PREFERRED QUALIFICATIONS

- Experience with creative writing and storytelling
- Familiarity with SJSU King Library's resources and services
- Advanced knowledge of social media platforms (Instagram, Facebook, Twitter)
- Advanced Proficiency with Adobe Creative Cloud (Illustrator, Premiere, Photoshop, After Effects)

REPORTS UNIT

Dean's Office

REPORTS TO

Project & Communication Manager

COMPENSATION

- Compensation for this position will be \$16.20/hour

APPLICATION PROCESS

To apply for this position, please complete the [online Multimedia & Communication Student-Assistant application](#), and **upload your PDF cover letter, PDF resume, and portfolio to the online application**. Please contact lesley.seacrist@sjsu.edu with any questions.