



## **JOB DESCRIPTION**

**JOB TITLE:** Multimedia Intern

**REPORTS TO:** Marketing Coordinator

**CLASSIFICATION:** Hourly

**STATUS:** Part-time, student intern, non-exempt

**JOB OVERVIEW:** The Multimedia Intern will be responsible for capturing and creating engaging visual content for Connors State College. The primary focus will be on photography and videography at various campus events and CSC sporting events. The intern will work closely with Communications & Marketing to ensure that the content aligns with the college's brand guidelines and effectively showcases the vibrant campus life and athletic achievements.

### **DUTIES AND RESPONSIBILITIES:**

- Attend and document campus events and CSC sporting events through photography and videography
- Edit and process captured media using industry-standard software
- Collaborate with the Communications & Marketing team to develop creative concepts for visual content
- Assist in the organization and management of multimedia assets
- Adhere to the college's brand guidelines and ensure consistency in all visual content

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Customer service skills/orientation
- Computer application skills
- Attention to detail and organizational skills
- Ability to work with a diverse college population
- Demonstrated willingness and ability to act in an ethical and socially responsible manner

**EDUCATION/EXPERIENCE REQUIRED:**

- Minimum of a high school diploma

**SPECIAL REQUIREMENTS:**

- Must be a current CSC student
- Ability to work some nights and accommodate flexible scheduling in emergency situations is required
- Ability to bend, stoop, and lift a minimum of 25 pounds