** UNDERGRADUATE POSITION AVAILABLE **

Commonwealth Honors College Video Assistant

Average 2-10 hours/week
Hourly Rate: $11/hour
Work study preferred

Commonwealth Honors College seeks a student experienced with video production to record and edit videos. The position is project-based and will require a regular meeting to plan and discuss projects, with additional time spent recording subjects and editing the recordings to produce high-quality videos.

**Duties**
- Meet regularly to plan and discuss projects
- Record video footage
- Edit videos
- Prepare videos in formats suitable for web and social media
- Contribute to Commonwealth Honors College social media channels (Facebook, Twitter, Instagram)
- Assist in maintenance of college’s video library
- Work under the supervision of the Director of Communications
- Other duties as necessary

**Qualifications**
- Membership in Commonwealth Honors College is not required
- Must provide a portfolio of produced videos
- Must be competent with the use of video equipment and editing software
- Must own personal video recording equipment and editing software, or be willing to arrange access to campus equipment
- Ability to communicate effectively and interact professionally with video subjects
- Proficiency with social media (Twitter, Instagram, Facebook)
- Demonstrated ability to take initiative and work independently
- Demonstrated ability to meet deadlines
- Attention to detail
- Work-study preferred

**To apply**
- To apply, submit a resume and links to a maximum of three original videos to: Natalie Georges, Director of Communications, natalie.georges@honors.umass.edu
- Review of applications begins on September 19, 2018.