**Job Title: Multimedia/Digital Assistant**

**Category: Graphic Art / Design / Media**

**Job Location: On Campus**

Job Description:

The Greenlee School of Journalism and Communication is hiring a student to join its communications team as a multimedia/digital assistant for the 2020-2021 academic year. The position offers an opportunity for a student to build a portfolio. This position will report to Greenlee’s communications specialist but may also collaborate with Greenlee School faculty and staff on assignments.

Work will be done remotely as much as possible during fall 2020 but an office is available

onsite as needed. A laptop may be available to borrow for remote work.

Duties:

- Shoot, produce and edit Greenlee videos for web and social media that promote the school and advance its mission as directed by the communications specialist

- Assist with technology and logistics of hosting virtual events

- Take photos and video footage as assigned (may include events, editorial or marketing photoshoots, etc.)

- Organize our large library of photo and video assets into a searchable system

Job Skills / Requirements:

-Coursework and demonstrated experience in multimedia/digital video production including planning, scripting, shooting and editing; videography; photography; and photojournalism

- Stellar videography and photography skills, including knowledge of composition and lighting

- Ability to operate digital SLR camera and camcorder

- Experience with Adobe programs, including Photoshop, Premiere Pro, and Lightroom

- Knowledge of image sizing and formatting guidelines for print and

digital applications

- Ability to take direction and work independently; excellent verbal communication skills; attention to detail, reliability, professionalism

Preferred qualifications:

- Strong writing skills

- Experience using Aftereffects, Wordpress and social media platforms a plus

- Work-study eligibility preferred but not required.

To apply, submit a cover letter, your resume, two references, and a link to your portfolio to Maria Charbonneaux, Greenlee School communications specialist, at [mvcharb@iastate.edu](mailto:mvcharb@iastate.edu).

Hourly Pay Rate: $10.00

Schedule Type: Ongoing  +  Part time  +  Flexible Hours

Schedule or # of Hrs/Wk: 10-15

Application Method: See Requirements

Job Begin Date: August 17, 2020

Job End Date: Ongoing

Number of Positions: 1

Employer ID: 04345

Job Number: 20003

Company: Iowa State University

Department: Journalism & Mass Communication

Area: College of Liberal Arts & Sciences

Contact Name: Maria Charbonneaux

Contact Address 1: 103 Hamilton Hall

Contact City/State/Zip: Ames IA 50011

Contact Web Site: greenlee.iastate.edu

Contact Phone: (515)294-0491

Contact Email: [mvcharb@iastate.edu](mailto:mvcharb@iastate.edu)

Post Begin Date: August 3, 2020

Post End Date: August 31, 2020

**Job Title: Graphic Design Assistant**

**Category: Graphic Art / Design / Media**

**Job Location: On Campus**

Job Description:

The Greenlee School of Journalism and Communication is hiring a student to join its communications team as graphic design assistant for the 2020-2021 academic year.

This position offers an opportunity for a student to build a portfolio.

This position will report directly to Greenlee’s communications specialist but may also collaborate with Greenlee School faculty and staff on assignments.

Work will be done remotely as much as possible during fall 2020 but an office is available onsite as needed. A laptop may be available to borrow for remote work.

Duties include:

- Art direct and design layouts for alumni magazine

- Design posters, invites, and graphics for school events and programs

- Develop marketing materials to promote the school and its mission, including mailers, brochures, bulletin board displays and other projects as assigned

- Create digital graphics and animations for social media, digital signboards, and videos

Job Skills / Requirements:

- Coursework and demonstrated experience in graphic design

- Highly skilled in Adobe Creative Suite applications, including Indesign, Photoshop, and Illustrator

- Strong visual communication skills and grasp of basic design principles, including color, typography and layout

- Experience sizing and prepping files correctly for print production or web publication

- Excellent verbal communication skills

- Ability to take direction and work independently and also collaborate well with a team

- Attention to detail, reliability, professionalism

Preferred qualifications:

- Photography and photo-editing experience

- Familiarity with ISU marketing brand guidelines

- Aftereffects a plus

- Work-study eligibility preferred but not required

To apply, submit a cover letter, resume, 2 references, and design portfolio to Maria Charbonneaux, communications specialist, at [mvcharb@iastate.edu](mailto:mvcharb@iastate.edu).

Hourly Pay Rate: $10.00

Schedule Type: Ongoing  +  Part time  +  Flexible Hours

Application Method: See Requirements

Job Begin Date: August 17, 2020

Job End Date: Ongoing

Number of Positions: 1

Employer ID: 04345

Job Number: 20004

Company: Iowa State University

Department: Journalism & Mass Communication

Area: College of Liberal Arts & Sciences

Contact Name: Maria Charbonneaux

Contact Address 1: 103 Hamilton Hall

Contact City/State/Zip: Ames IA 50011

Contact Web Site: greenlee.iastate.edu

Contact Phone: (515)294-0491

Contact Email: [mvcharb@iastate.edu](mailto:mvcharb@iastate.edu)

Post Begin Date: August 3, 2020

Post End Date: August 31, 2020